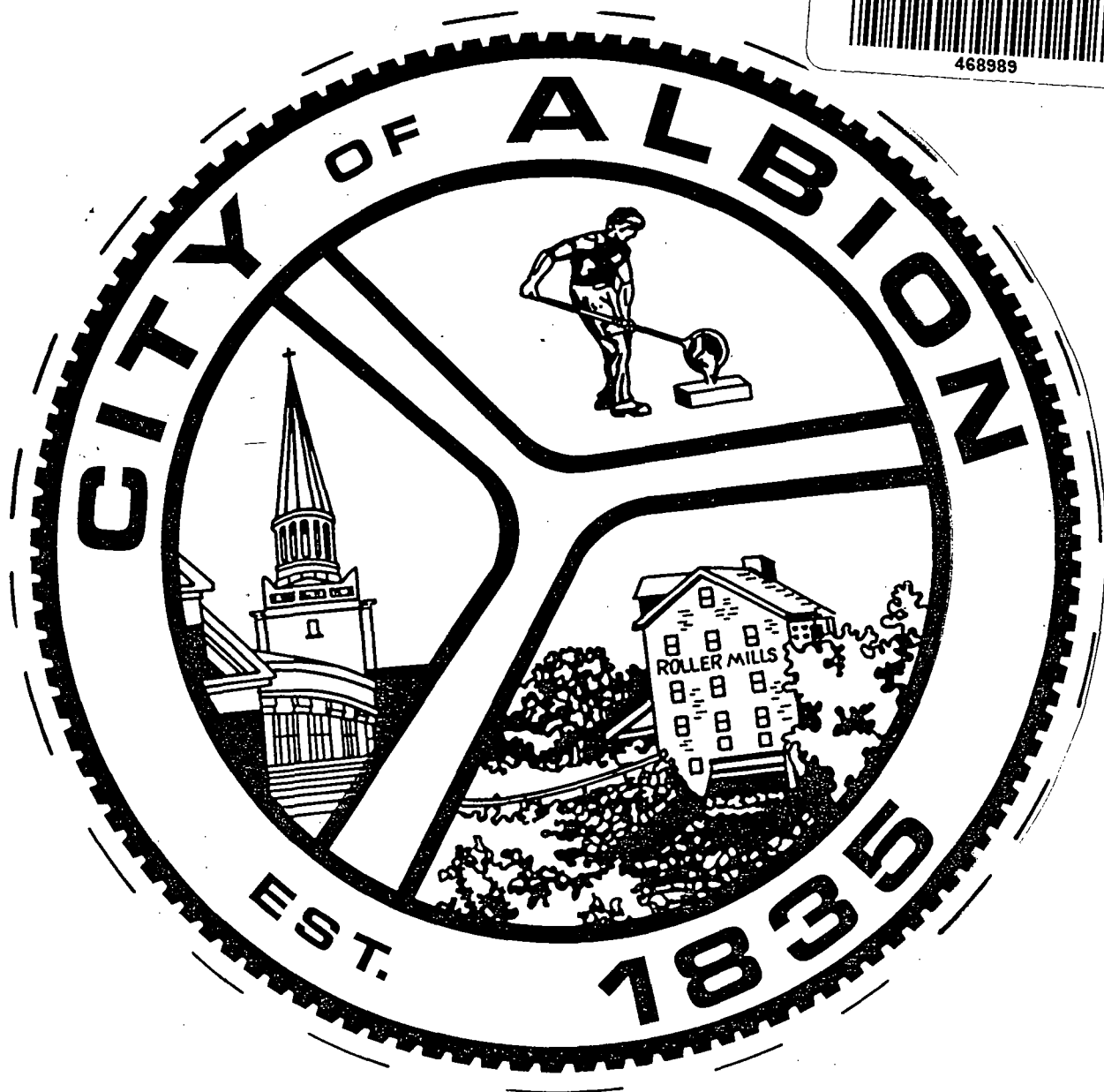
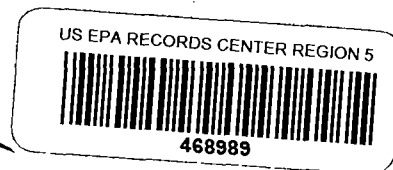


E.6
1/1/97

1997 ANNUAL BUDGET



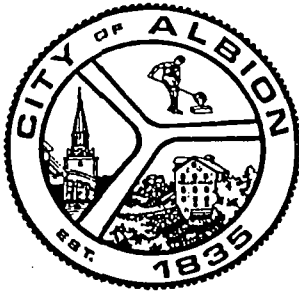
CITY OF ALBION
112 W. CASS STREET
ALBION, MICHIGAN 49224



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City of Albion

William L. Rieger Municipal Building
112 West Cass Street • P.O. Box 90 • Albion, Michigan 49224-0090
(517) 629-5535 • Fax (517) 629-2238

DATE: October 11, 1996

TO: Mayor Michael E. Williams
Members of the City Council

FROM: Lew Steinbrecher
City Manager

RE: **1997 Annual Budget Message**

Attached please find the Recommended 1997 Annual Budget for the City of Albion. The continued modest growth in revenues prevents the City from enhancing existing municipal services on considering the addition of new programs or services. The one distinct increase in revenues was the Council's majority vote to raise an additional one-half mill in the Solid Waste tax levy. This commendable leadership will enable the City to pay for much of the necessary local solid waste activities with local revenues, thus allowing the City to allocate its Michigan Highway Funds for local road improvements. As a result, the Budget proposes the use of \$148,800 for local street improvements for 1997, including the reconstruction of North Albion Street and the resurfacing of Wiener Drive.

Albion, along with other Michigan municipalities, will continue to suffer financially by decisions of State lawmakers in Lansing. There have been and still are legislative proposals to eliminate the personal property tax here in Michigan which would result in an approximate \$275,000 lost in revenues to the City of Albion. The Michigan Legislature has already passed legislation changing the distribution formula for State Shared Revenues from a Relative Tax Effort (RTE) basis to a per capita calculation. Although the City of Albion may not experience a reduction in these revenues, it will most certainly experience a smaller increase than would have otherwise been available to it under the RTE formula. These external factors coupled with only modest economic growth and land development in the community continues to stress the City's ability to maintain current levels of municipal services. The City Council must be sensitive to the many adverse influences affecting revenues which hamper staff's ability to increase expenditures in the budget in response to community needs.

This Budget was finalized only by cutting over \$300,000 in departmental budget requests. All requests eliminated were done so not because they weren't justified and needed, but because there simply isn't enough growth in revenues to meet all the needs. Some of the major cuts in the budget included a new computer system for the Finance Department, two new patrol cruisers for Public Safety, a new full-time employee for both the Parks Department and Riverside Cemetery, a new van for Recreation, and a new bucket truck. I am pleased however, to have been able to save a multi-departmental proposal to allocate appropriations to at least six different departments or funds to invest in a Geographic Information System to establish a much needed computerized network to more efficiently operate a number of municipal functions.

The 1997 Annual Budget does address most of the important priorities identified by the City Council during its goal-setting work session back in June. Perhaps the single most important achievement is reflected on the General Fund Budget Summary which indicates that the City will actually be able to increase its unrestricted fund balance in the General Fund by a projected \$300,000 rather than using over \$100,000 as was budgeted for 1996. This unexpected, but favorable change should enable the City to attain one of its most important organizational objectives of reaching a \$750,000 Fund Balance when this projected surplus is added to the \$595,000 existing fund balance as reported in the 1995 audit.

Additionally, the 1997 Budget allocates approximately \$140,000 in local street improvements, maintains existing levels of municipal services, allocates money to the Park system to retain contractual services for adequate maintenance of park grounds, grant funds to enhance housing rehabilitation and assistance programs, invest in new technology to improve staff efficiency, and the strengthening of crime prevention and community policing.

Overall, I am relatively pleased with the 1997 Annual Budget because it continues to focus on the activities needed to improve the quality of life and economic growth potential of the Albion community for the long-term. The financial limits imposed upon us prevent the City from addressing some community needs at a faster pace, but as an organization, we are steadily proceeding toward our collective goal or mission of providing a safe and pleasant environment in which to live and conduct business. We are now walking, not crawling, toward that end. Hopefully, within the next year or two, we will be jogging or running.

This financial plan represents not only the commitment of the City Council to be responsive to citizen needs, but also the devotion of City employees in providing important municipal services to Albion residents. I ask that elected officials join City staff in these efforts by supporting and adopting the 1997 Annual Budget for Albion.

1997 ALBION CITY PRIORITIES

- ▶ Continue to improve the City's strengthening financial condition by increasing the amount of the undesignated fund balance in the General Fund to at least \$750,000.
- ▶ Appropriate approximately \$140,000 into local street improvements.
- ▶ Appropriate more money to repair and replace sidewalks.
- ▶ Implement the Council's selected course of action addressing the community's water supply issue.
- ▶ Develop and implement an incentive program to attract at least one new single-family residential subdivision in the community.
- ▶ Provide more resources to adequately staff the Parks Department and/or retain contractual services to properly maintain all existing municipal park grounds and facilities.
- ▶ Appropriate funds to study City Charter revisions.
- ▶ Maintain existing levels of municipal services throughout all other departments and operations.
- ▶ Improve the City's capacity to demolish abandoned and condemned buildings.
- ▶ Work with the EDC to complete development of the Albion Industrial Park Expansion Project.
- ▶ Seek state and federal grants for housing rehabilitation, building demolition, crime prevention, community policing, recreation, youth development, drug awareness and other important local programs.
- ▶ Revise the municipal zoning regulations and subdivision ordinance.
- ▶ Continue to strengthen local code enforcement efforts.
- ▶ Invest in office technology to improve staff productivity and efficiency in all departmental administrative function areas.
- ▶ Commit to attending a day-long training session on governance and policy making along with the City Manager and Department Heads.
- ▶ Support Habitat for Humanity by providing residential lots at little or no cost.

SUMMARY OF 1997 ANNUAL BUDGET

(with comparison to 1996 Annual Budget)

Fund	1996	1997
General Fund	\$3,867,705	\$3,998,491
Major Street Fund	451,825	441,355
Local Street Fund	122,500	123,400
Economic Development Fund	63,500	66,500
Solid Waste Fund	143,903	137,055
Community Development Fund	215,000	404,100
Drug Law Enforcement Fund	13,980	14,200
Library Operations Fund	329,335	345,560
Tax Increment Finance Fund	111,000	195,477
Downtown Development Fund	465,507	65,750
Revolving Loan Fund	37,000	80,000
Sewer Fund	872,407	958,327
Water Fund	396,205	418,638
Cemetery Trust Fund	18,000	15,000
Library Trust Fund	3,800	12,968
Equipment Fund	195,214	221,928
Albion Building Authority Fund	<u>253,500</u>	<u>243,000</u>
	<u>\$7,560,381</u>	<u>\$7,741,749</u>

CITY OF ALBION BUDGET SUMMARY

1997 GENERAL FUND REVENUES AND EXPENDITURES

<u>Revenues</u>	<u>1996 Budgeted</u>	<u>1996 Projected</u>	<u>1997 Recommended</u>
Taxes and Fees	\$ 1,071,956	\$ 1,064,777	\$ 1,092,865
Income Taxes	1,052,722	1,109,321	1,126,000
Rent, Interest, Dividends	39,250	40,250	43,500
Permits and Fees	81,700	85,325	83,950
Department Revenues/Grants	160,051	158,545	208,500
Contributions from Other Funds	205,283	205,283	207,400
State Shared Revenue	1,147,563	1,152,028	1,182,000
Fund Balance Used	<u>109,180</u>	<u>-0-</u>	<u>54,276</u>
TOTAL	\$ <u>3,867,705</u>	\$ <u>3,815,529</u>	\$ <u>3,998,491</u>

<u>Expenditures</u>			
City Council	\$ 59,444	\$ 64,226	\$ 20,836
City Manager	180,416	179,213	190,649
City Assessor	84,846	85,740	95,156
City Attorney	64,550	64,662	65,500
City Clerk/Treasurer	274,865	232,610	292,377
Municipal Building	63,323	48,409	59,719
Cemetery	125,808	129,000	171,184
Public Safety	1,805,109	1,586,062	1,785,624
School Liaison Officer	40,860	33,948	36,960
Inspections/Code Enforcement	103,282	71,150	76,489
City Maintenance	141,100	143,100	140,500
City Engineer	90,232	89,200	101,696
Parks	205,791	194,653	226,922
Recreation	115,244	74,425	115,350
Community Development/Planning	111,134	100,712	109,645
General Appropriations	<u>401,701</u>	<u>398,745</u>	<u>509,884</u>
TOTAL	\$ <u>3,867,705</u>	\$ <u>3,495,855</u>	\$ <u>3,998,491</u>
SURPLUS	\$ <u>-0-</u>	\$ <u>319,674</u>	\$ <u>-0-</u>

LINE-ITEM EXPENDITURES,

PERSONNEL,

CAPITAL OUTLAY

AND

SELECTED OPERATING

EXPENSES

101 General Fund
GENERAL FUND REVENUE - Program Number 000

Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
403.00	Current Property Taxes	1,011,067	1,000,344	1,012,115	
424.00	Payments in Lieu of Taxes	10,000	10,000	10,000	
425.00	Industrial Facilities Taxes	15,735	15,735	28,000	
438.00	City Income Tax	1,052,722	1,109,321	1,126,000	
445.00	Penalties on Taxes	13,809	14,000	17,500	
446.00	Tax Administration Fee	20,945	24,457	25,000	
447.00	Interest	400	241	250	
452.00	Cable TV Franchise Fee	40,000	44,000	45,000	
456.00	Abatement Charges	-0-	300	250	
470.00	Permits	600	525	600	
476.00	Recreation Fees	20,000	15,000	15,000	
477.00	License Fees	4,000	3,900	4,000	
478.00	Electric Permits	4,100	4,200	4,100	
479.00	Building Permits	6,000	8,200	7,500	
480.00	Plumbing Permits	2,500	2,600	2,500	
481.00	Mechanical Permits	4,500	6,600	5,000	
567.04	State Grant - MRPA Youth Moving	3,295	3,295	-0-	
568.02	Grant-School Liaison	12,000	12,000	12,000	
568.03	Grant-Albion Housing Liaison	-0-	7,300	7,000	
568.17	Grant-W. K. Kellogg School-Aged Child Care	-0-	-0-	55,000	
574.00	State Income Taxes	298,448	299,000	300,000	
574.01	Single Business Taxes	191,040	191,040	210,000	
574.02	Inventory Tax Reimbursement	101,988	101,988	102,000	
574.03	Sales Tax	556,087	560,000	570,000	

648.00	Sales-City Property	2,500	2,400	2,500	
656.00	Parking Violations/Traffic Citations	20,000	20,000	20,000	
664.00	Interest on Investments	16,000	19,000	20,000	
667.00	Gas & Oil Royalties	3,000	1,000	3,000	
668.00	Rental-City Property	15,750	15,750	16,000	
668.01	Rental - Depot	4,500	4,500	4,500	
624.01	Administrative Fees-Water Fund	33,000	33,000	34,000	
624.02	Administrative Fees-Sewer Fund	58,170	58,170	58,800	
624.04	Administrative Fees-Major Street Fund	18,707	18,707	18,800	
624.05	Administrative Fees-Local Street Fund	17,197	17,197	17,200	
624.06	Administrative Fees-Equipment Fund	14,068	14,068	14,100	
676.08	Administrative Fees-Cemetery Trust	15,000	15,000	15,000	
624.11	Administrative Fees-TIFA	13,000	13,000	13,000	
676.12	Administrative Fees-United Fund	1,500	1,500	1,500	
624.14	Administrative Fees-ABA	31,641	31,641	32,000	
624.16	Administration Fee-DDA	3,000	3,000	3,000	
695.01	Miscellaneous-City Clerk	1,500	1,250	1,500	
695.02	Miscellaneous-Public Safety	10,000	13,000	10,000	
695.03	Miscellaneous-Street	500	500	500	
695.04	Miscellaneous-Cemetery	40,256	29,000	30,000	
695.05	Miscellaneous-Recreation	6,000	6,000	6,000	
695.06	Miscellaneous-Court	30,000	30,000	30,000	
695.07	Miscellaneous-Parks	2,000	2,300	2,000	
695.08	Miscellaneous-Other	2,000	1,500	2,000	
695.09	Miscellaneous-USDA Grant	30,000	30,000	30,000	
699.00	Appropriation from Fund Balance	109,180	-0-	54,776	
	PROGRAM TOTAL	3,867,705	3,815,529	3,998,991	

101 GENERAL FUND

CITY COUNCIL - Program Number 101					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
702.00	Salaries	5,700	5,700	5,700	
714.00	Medicare	83	82	83	
715.00	FICA	353	353	353	
720.00	Workmens Compensation	208	191	200	
Sub-Total	PERSONNEL	6,344	6,326	6,336	
726.00	Supplies and Printing	7,000	4,600	6,000	
728.00	Dues/Books/Periodicals	3,000	3,100	3,000	
Sub-Total	SERVICES AND CHARGES	10,000	7,700	9,000	
801.02	Professional Services Non-retainer	40,000	45,000	-0- *	
819.00	Conference Expenses	2,500	4,800	5,000	
851.00	Telephone	600	400	500	
Sub-Total	CONTRACTUAL SERVICES	43,100	50,200	5,500	
	PROGRAM TOTAL	59,444	64,226	20,836	

* : Moved to General Appropriations (Program Number 901) where it more characteristically belongs as recommended by the City's municipal auditors.

101 GENERAL FUND
101 CITY COUNCIL

PERSONNEL BUDGET REQUEST FORM

POSITION TITLE	EMPLOYEE'S NAME	HOURS WORKED ANNUALLY	CURRENT WAGE/ SALARY	PROPOSED WAGE/SALARY RATE	PROPOSED LABOR COST
Mayor	Michael Williams	N/A	\$1,200	\$1,200	\$1,200
1st Precinct	Lola Turner	N/A	\$750	\$750	\$750
2nd Precinct	Robert Thomas	N/A	\$750	\$750	\$750
Mayor Protem	Ken Waito	N/A	\$750	\$750	\$750
4th Precinct	William Wheaton	N/A	\$750	\$750	\$750
5th Precinct	Robert Kidder	N/A	\$750	\$750	\$750
6th Precinct	Kim Tunnicliff	N/A	\$750	\$750	\$750

101 GENERAL FUND

101 CITY COUNCIL

DESCRIPTION OF SELECTED OPERATING EXPENSES

Line-Item	Description	Amount
726.00	Office supplies, materials, printing, postage for elected officials, envelopes, stationary, business cards, name tags	\$6,000
728.00	Chamber of Commerce membership, MML Association of Mayors, National League of Cities	\$3,000
819.00	Expenses by elected officials to attend MML and NLC conferences and various training seminars	\$5,000
851.00	Telephone usage by elected officials for City business	\$500

101 GENERAL FUND
CITY MANAGER - Program Number 172

Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
702.00	Salaries	127,518	123,577	134,704	
705.00	Salaries Overtime	700	500	400	
706.42	Maintenance Vehicle & Equipment-Labor	100	95	100	
714.00	Medicare	1,821	2,177	2,269	
715.00	FICA	7,784	7,984	8,113	
716.00	Hospitalization Insurance	18,140	18,050	20,011	
717.00	Life Insurance	551	609	630	
720.00	Workmens Compensation	596	1,055	966	
721.00	Unemployment Insurance	56	56	56	
Sub-Total	PERSONNEL	157,266	154,103	167,249	
726.00	Supplies & Printing	4,500	3,000	3,600	
728.00	Dues Books Periodicals	1,500	2,181	2,200	
750.00	Saftey Material - (OSHA)	1,500	1,200	1,300	
Sub-Total	SERVICES AND CHARGES	7,500	6,381	7,100	
802.00	Contractual Services	3,500	4,565	4,300	
819.00	Conference Expense	3,500	3,300	3,500	
837.00	Physical Exams	500	1,500	1,000	
837.01	DOT CDL Exams	1,600	1,840	1,850	
851.00	Telephone	1,700	4,152	2,000	
862.00	Vehicle Expense	3,000	1,100	1,500	
Sub-Total	CONTRACTUAL SERVICES	13,800	16,457	14,150	

905.00	Personnel Advertising	1,500	1,822	1,800	
906.00	Personnel Policy Manual-Refund	350	450	350	
Sub-Total	OTHER CHARGES	1,850	2,272	2,150	
	PROGRAM TOTAL	180,416	179,213	190,649	

101 GENERAL FUND
172 CITY MANAGER

PERSONNEL BUDGET REQUEST FORM

POSITION TITLE	EMPLOYEE'S NAME	HOURS WORKED ANNUALLY	CURRENT WAGE/ SALARY	PROPOSED WAGE/SALARY RATE	PROPOSED LABOR COST
City Manager	Lewis J. Steinbrecher	2088	60,000	62,100	62,100
Personnel Director	Vacant	2088	36,260	37,529	37,529
Executive Secretary	Mittie D. Jones	2088	23,840	24,674	24,674
Sec./Operator	Joanne Blair *	2088	16,621	17,203	17,203
Substitute Operator	Vacant (as needed)	240	7.50/hr	7.50/hr	1,800
Secretary/Operator	Longevity Pay	N/A	960	960	960

* One-half of labor cost for Secretary/Operator is charged to Inspections and Code Enforcement Department.

101 GENERAL FUND
172 CITY MANAGER

DESCRIPTION OF SELECTED OPERATING EXPENSES

LINE ITEM	DESCRIPTION	AMOUNT
726.00	Office supplies and materials, printing, duplicating costs, stationery and envelopes	\$3,600
728.00	ICMA-full and associate memberships, MCMA memberships, 3 newspaper subscriptions and human resources publications	\$2,200
750.00	Safety materials, training & Safety Committee expenses	\$1,300
802.00	Occupational Health Center Employee Assistance Program contract	\$4,300
819.00	ICMA, MCMA Winter and Spring Conferences, MML Seminars, MERS Retirement Conference (training session on governance & policy making for City Manager and Department Heads).	\$3,500
837.00	Physical Exams for new hires	\$1,000
837.01	CDL Exams (contractual services) per Michigan DOT regulations	\$1,850
851.00	Telephone usage by Manager and Personnel Director	\$2,000
905.00	Personnel Advertisements for various position openings	\$1,800
906.00	Personnel Policy Manual updates and reprints as needed	\$350

837.01 DOT CDL Exams - Federal Department of Transportation law requiring government agencies with 50 CDL drivers or less as of January 1, 1996 to test, teach, document and record.

101 GENERAL FUND

CITY ASSESSOR - Program Number 209					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
702.00	Salaries	58,048	59,349	61,383	
705.00	Salaries Overtime	364	-0-	377	
706.42	Maintenance of Vehicle & Equipment-Labor	100	272	227	
714.00	Medicare	866	866	910	
715.00	F I C A	3,702	3,702	3,611	
716.00	Hospitalization Insurance	5,245	5,242	5,897	
716.50	Disability Insurance	-0-	432	432	
717.00	Life Insurance	293	293	301	
720.00	Workmens Compensation	1,492	1,492	1,781	
721.00	Unemployment Insurance	68	68	241	
Sub-Total	PERSONNEL	70,178	71,719	75,160	
726.00	Supplies & Printing	2,404	2,403	2,367	
728.00	Dues Books Periodicals	671	662	668	
Sub-Total	SERVICES AND CHARGES	3,075	3,065	3,035	
802.00	Contractual Services	3,150	2,504	2,975	
819.00	Conference Expense	376	620	633	
851.00	Telephone	660	660	660	
862.00	Vehicle Expense	345	394	400	
Sub-Total	CONTRACTUAL SERVICES	4,531	4,178	4,668	
966.06	Board of Review	3,983	3,015	4,013	
Sub-Total	OTHER CHARGES	3,983	3,015	4,013	

970.00	Capital Outlay	3,079	3,763	8,280	
Sub-Total	CAPITAL OUTLAYS	3,079	3,763	8,280	
	PROGRAM TOTAL	84,846	85,740	95,156	

101 GENERAL FUND
209 CITY ASSESSOR

PERSONNEL BUDGET REQUEST FORM

POSITION TITLE	EMPLOYEE'S NAME	HOURS WORKED ANNUALLY	CURRENT WAGE/ SALARY	PROPOSED WAGE/SALARY RATE	PROPOSED LABOR COST
Assessor	Doris Borthwick	2088	32,900	34,052	34,052
Assessor	Insurance Opt-out Payment	N/A			1,200
Sr. Staff Appraiser	Anne Earle	2088	25,247	12.56/hr	26,131
Overtime	Anne Earle	20	364	18.84/hr	377

101 GENERAL FUND
209 CITY ASSESSOR

CAPITAL OUTLAY BUDGET REQUEST FORM

CAPITAL ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST	NET COST	JUSTIFICATION
Assessor upgrade for APEX sketch program Assessor version for windows	1	200	200	200	Module developed for Assessors with custom labeling
Assessor upgrade for Truis, As-Easy-As program, from version 5.00C to version 5.7 - 2 site licenses	2	40	80	80	Note that City has license for only a single user; site license, including upgrade version, is required for 2 users in Assessor's office
Used Car	1	8,000	6,000	3,000	½ cost of good used car shared with Comm. Dev.; Total cost 8,000 - 2,000 trade-in; to reduce vehicle maintenance expenditures
Contribution toward basic GIS system	N/A	N/A	5,000	5,000	Geographical Information System software and base map with costs shared among several municipal departments.
TOTAL				8,280	

101 GENERAL FUND

209 CITY ASSESSOR

DESCRIPTION OF SELECTED OPERATING EXPENSES

LINE ITEM	DESCRIPTION	AMOUNT
726.00	County Register of Deeds	25
726.00	Postage for 3700 Change of Assessment notices @ .274 = 1014; 450 personal property forms @ .320 = 144	1,158
726.00	Copies from First Floor Copier, 11,500 copies @ .0306 each	230
726.00	Yellow tablets, pens, pencils, envelopes, labels, ring binders, file folders, stationary	200
726.00	500 Personal Property Statements	145
726.00	3900 Assessment Change Notices @ 62 per 1,000 plus shipping charges	268
726.00	6 Printer Ribbons @ 8 each	48
726.00	5 Boxes Printer Paper @ 24.00 each	120
726.00	2 Toner Cartridges for HP Laser Jet, 5P @ 69 each	138
726.00	2 Reams Laser Printer Paper for printing sketches & photos	35
728.00	KERZKA, Annual supplement to Michigan Property Tax	30
728.00	Albion Recorder, Annual Subscription	92
728.00	Michigan Assessors Association, annual dues, 2 @ 50 each	100
728.00	State Assessor's Board certification renewal (90 + 50)	145
728.00	Albion Real Estate Board Multiple Listing Books subscription	204
728.00	Albion Real Estate Board Dues for City Assessor	60
728.00	Books & Manuals for office use	30
802.00	Polack Corp. (Maintenance for copier in basement) shared with Community Development and Inspection	125
802.00	Technical support (time and materials for maintenance of 2 networked computers in Assessor's office), 20 hours @ 45 per hour.	900
802.00	Consultant expense for updating Assessor's programs in AS400 to reflect changes in property tax law, or to refine operation of existing programs	1,500

802.00	SAMS Software (personal computer methods) annual support fee and APEX technical support renewal	550
819.00	State Assessor's Board classes	663
706.42	Routine vehicle maintenance by City staff for City vehicle	227
862.00	Repairs, parts, equipment and gas for City vehicle	400
966.06	Board of Review notices, publication in Recorder	158
966.06	Per Diem for 5 Board of Review members	3,375
966.06	Lunches or Dinners during March Board of Review	150
966.06	Michigan Municipal League Workshop for Board of Review Members and Assessor	300
966.06	Supplies and refreshments for Board of Review	30

101 GENERAL FUND

CITY ATTORNEY - Program Number 210

Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
726.00	Supplies & Printing	1,000	975	1,500	
728.00	Dues Books Periodicals	1,050	1,200	1,500	
Sub-Total	SERVICES AND CHARGES	2,050	2,175	3,000	
801.00	Professional Services	60,000	60,000	60,000	
802.00	Contractual Services	2,000	2,262	2,000	
819.00	Conference Expense	500	225	500	
Sub-Total	CONTRACTUAL SERVICES	62,500	62,487	62,500	
	PROGRAM TOTAL	64,550	64,662	65,500	

101 GENERAL FUND
CLERK/TREASURER/FINANCE DEPT. - Program Number 253

Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
702.00	Salaries	149,408	142,251	154,361	
705.00	Salaries Overtime	2,000	1,788	2,000	
714.00	Medicare/FICA	11,670	10,952	14,100	
716.00	Hospitalization Insurance	26,150	21,450	27,296	
717.00	Life Insurance	682	682	740	
720.00	Workmens Compensation	818	794	680	
721.00	Unemployment Insurance	247	-0-	-0-	
Sub-Total	PERSONNEL	190,975	177,917	199,177	
726.00	Operating Expenses	12,730	12,918	18,000	
Sub-Total	SERVICES AND CHARGES	12,730	12,918	18,000	
802.00	Contractual Services	30,000	43,961	40,000	
804.00	Elections	9,000	8,775	7,000	
810.01	Ordinance Prosecution Costs	500	385	2,500	
819.00	Conference Expense	2,500	1,763	2,500	
851.00	Telephone	1,737	1,726	2,000	
862.00	Vehicle Expense	423	217	700	
Sub-Total	CONTRACTUAL SERVICES	44,160	56,827	54,700	
957.00	Personnel Training	500	260	1,000	
Sub-Total	OTHER CHARGES	500	260	1,000	
970.00	Capital Outlay	26,500	16,939	19,500	
Sub-Total	CAPITAL OUTLAYS	26,500	16,939	19,500	
	PROGRAM TOTAL	274,865	264,861	292,377	

101 GENERAL FUND

253 CLERK/TREASURER/FINANCE DEPARTMENT

PERSONNEL BUDGET REQUEST FORM

POSITION TITLE	EMPLOYEE'S NAME	HOURS WORKED ANNUALLY	CURRENT WAGE/ SALARY	PROPOSED WAGE/SALARY RATE	PROPOSED LABOR COST
Treas./Finance Dir.	Vacant	2088	45,000	50,000	50,000
Deputy Treasurer	Wilma Bahr	2088	32,000	33,120	33,120
Deputy Clerk	Matilda Jacob	2088	26,580	27,510	27,510
Billing Clerk/Cashier	Linda Chapman	2088	22,050	22,850	23,650
Bookkeeper	Vacant	2088	22,047	22,818	22,818
Income Tax Asst.	Jeanette Burrows	2088	20,206	20,913	20,913

* One-half of this position's labor costs are charged to the Sewer Fund and the other half to the Water Fund.

101 GENERAL FUND
253 CLERK/TREASURER/FINANCE DIRECTOR

CAPITAL OUTLAY BUDGET REQUEST FORM

CAPITAL ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST	NET COST	JUSTIFICATION
Optec Voting Machines	6	N/A	19,500	19,500	3rd Installment on voting machines purchased in 1995 (final payment)
TOTAL				19,500	

101 GENERAL FUND**253 CITY CLERK/TREASURER/FINANCE DEPARTMENT****DESCRIPTION OF SELECTED OPERATING EXPENSES**

LINE ITEM	DESCRIPTION	AMOUNT
726.00	Printing of Payroll checks and Accounts Payable checks	972
726.00	Printing of Utility bills	735
726.00	Cost associated with shut-off notices	325
726.00	Purchase of computer paper	825
726.00	Printing of City letterhead and envelopes	775
726.00	Duplicating costs	490
726.00	Miscellaneous forms	135
728.00	Dues to International Institute of Municipal Clerks	150
728.00	MIPRIMA and MAPERS dues	80
728.00	Michigan Municipal Treasurers Association dues	35
728.00	Michigan Municipal Clerks Association dues	60
728.00	Michigan Municipal Finance Officers Association dues	25
728.00	Calhoun County Clerks Association dues	15
728.00	MTA and US&C costs	60
728.00	Government Finance Officers Association dues	140
728.00	Wall Street Journal subscription	135
728.00	Inside Michigan Politics subscription	135
802.00	Annual Audit	25,000
802.00	Maintenance contract for Cash Register	155
802.00	Computer service and repairs	5,000
804.00	Elections	7,000
819.00	MML, MMFOA and GFOA Conference expenses	2,500
957.00	Personnel Training (seminar) expenses	800

101 GENERAL FUND

MUNICIPAL BUILDING - Program Number 265					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
703.00	Salaries Regular	6,061	6,000	6,925	
704.00	Salaries Part-Time	300	250	300	
706.41	Maintenance Building & Grounds-Labor	4,500	2,500	2,500	
714.00	Medicare	158	87	147	
715.00	F I C A	673	435	525	
716.00	Hospitalization Insurance	705	700	725	
717.00	Life Insurance	27	26	27	
720.00	Workmens Compensation	135	404	410	
721.00	Unemployment Insurance	10	0	10	
Sub-Total	PERSONNEL	12,569	10,402	11,569	
726.00	Supplies & Printing	3,000	3,000	3,000	
750.00	Safety Material - (OSHA)	154	235	250	
Sub-Total	SERVICES AND CHARGES	3,154	3,235	3,250	
802.00	Contractual Services	1,400	1,200	1,400	
Sub-Total	CONTRACTUAL SERVICES	1,400	1,200	1,400	
921.00	Heat Light & Power	20,000	19,572	21,000	
931.01	Maintenance-Buildings & Grounds	9,000	9,000	9,000	
Sub-Total	OTHER CHARGES	29,000	28,572	30,000	
970.00	Capital Outlay	17,200	5,000	13,500	
Sub-Total	CAPITAL OUTLAYS	17,200	5,000	13,500	
	PROGRAM TOTAL	63,323	48,409	59,719	

101 GENERAL FUND
265 MUNICIPAL BUILDING

PERSONNEL BUDGET REQUEST FORM

POSITION TITLE	EMPLOYEE'S NAME	HOURS WORKED ANNUALLY	CURRENT WAGE/ SALARY	PROPOSED WAGE/SALARY RATE	PROPOSED LABOR COST
Custodian	Ernest Wright	2088	21,090	21,828	6,276
Custodian	Longevity Pay	N/A	300	325	94

Note: The Custodian's labor is divided 28.75% to the Municipal Building account, 28.75% to the Solid Waste Fund, and 42.5% to the Library Operations Fund.

101 GENERAL FUND
265 MUNICIPAL BUILDING

CAPITAL OUTLAY BUDGET REQUEST FORM

CAPITAL ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST	NET COST	JUSTIFICATION
Reconstruct/replace Fire Apparatus Ramp	N/A	8,000	8,000	8,000	Fire station vehicle ramp needs to be replaced. Budgeted in 96, but never started.
ADA Drinking Fountain	1	1,000	1,000	1,000	Low level drinking fountain in City Hall as required by Americans with Disabilities Act.
Repair west basement wall in City Hall	N/A	2,000	2,000	2,000	West wall in basement under fire apparatus floor leaks, causing damage to floor, walls and stored documents.
Rehabilitation of front entrance steps	N/A	2,500	2,500	2,500	Required maintenance to front steps into main entrance of City Hall.
TOTAL				13,500	

**101 GENERAL FUND
265 MUNICIPAL BUILDING**

DESCRIPTION OF SELECTED OPERATING EXPENSES

LINE ITEM	DESCRIPTION	AMOUNT
726.00	Waxes, towels, paint, toilet tissue, ice control, light bulbs, cleaners, mops, garbage bags, etc.	3,000
750.00	OSHA required safety material for employees	250
802.00	Trash pickup for 12 months	1,000
802.00	Exterminator	500
921.00	Electricity for City Hall	14,000
921.00	Boiler Inspection	75
921.00	Natural gas consumption to heat City Hall	6,000
921.00	Water/Sewer utilities at City Hall	1,650
931.01	Electrical, Plumbing & Building Repairs, and grounds maintenance	9,000

101 GENERAL FUND
CEMETERY - Program Number 276

Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
702.00	Salaries	60,869	47,500	68,869	
705.00	Salaries Overtime	1,600	1,600	1,700	
714.00	Medicare	890	771	1,006	
715.00	F I C A	3,805	3,300	4,305	
716.00	Hospitalization Insurance	13,463	12,538	13,165	
717.00	Life Insurance	337	268	381	
720.00	Workmens Compensation	5,178	3,377	5,858	
721.00	Unemployment Insurance	136	-0-	100	
Sub-Total	PERSONNEL	86,278	69,354	98,084	
728.00	Dues Books Periodicals	50	-0-	-0-	
741.00	Uniforms	600	400	450	
750.00	Safety Material - (OSHA)	300	300	300	
776.00	Materials & Supplies	5,500	6,100	8,000	
776.01	Foundation Supplies	1,100	1,200	1,200	
Sub-Total	SERVICES AND CHARGES	7,550	8,000	9,950	
802.10	Contractual Services - Prison Crews	3,700	2,600	3,700	
819.00	Conference Expense	300	300	400	
851.00	Telephone	580	550	600	
863.00	Gas & Oil	1,500	1,500	1,500	
Sub-Total	CONTRACTUAL SERVICES	6,080	4,950	6,200	

921.00	Heat Light & Power	2,500	2,500	2,500	
931.01	Maintenance-Buildings & Grounds	1,500	1,500	3,000	
931.02	Maintenance-Vehicles & Equipment	5,000	5,000	5,000	
941.00	Equipment Rental	6,000	5,800	6,000	
957.00	Personnel Training	200	-0-	200	
Sub-Total	OTHER CHARGES	15,200	14,800	16,700	
970.00	Capital Outlay	10,700	10,600	40,250	
Sub-Total	CAPITAL OUTLAYS	10,700	10,600	40,250	
	PROGRAM TOTAL	125,808	129,000	171,184	

101 GENERAL FUND
276 CEMETERY

PERSONNEL BUDGET REQUEST FORM

POSITION TITLE	EMPLOYEE'S NAME	HOURS WORKED ANNUALLY	CURRENT WAGE/ SALARY	PROPOSED WAGE/SALARY RATE	PROPOSED LABOR COST
Superintendent	Dan Derby	2,088	30,300	31,360	10,454 *
Foreman W-6	Joel Isaac	2,088	10.82/hr.	11.42/hr.	23,294
Maintenance W-3	Ben Wilson	2,088	10.42/hr.	10.84/hr.	22,432
Longevity	Ben Wilson	N/A	600	1,280	1,280
Part-time Laborer	Seasonal employee hired annually for 16 weeks during summer mos.	640	6.00/hr.	6.50/hr.	5,460
Part-time Laborer	Seasonal employee hired annually for 16 weeks during summer mos.	640	6.00/hr.	6.50/hr.	5,460
Overtime	Regular employees (W-6 and W-3)	120	15.50/hr.	16.60/hr.	1,992

* Superintendent's salary split one-third Cemetery and two-thirds Parks.

101 GENERAL FUND
276 CEMETERY

CAPITAL OUTLAY BUDGET REQUEST FORM

CAPITAL ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST	NET COST	JUSTIFICATION
Repair Pond	1	5,000	5,000	5,000	Pond leaks - cracks in walls and floors, must run water continuously.
New zero turning radius mower	1	7,000	7,000	7,000	Replace existing old mower that is breaking down and slow.
King cab 3-yard dump truck w/tail gate	1	25,000	25,000	25,000	Vehicles are old, dangerous and are always needing repair.
Pave road	500 feet	2,500	2,500	2,500	Pave over dirt roads; make Cemetery more presentable.
Replace water lines	1,000 feet	750	750	750	Existing lines are old and rusty. Lines are continuously leaking.
TOTAL				40,250	

101 GENERAL FUND**276 CEMETERY****DESCRIPTION OF SELECTED OPERATING EXPENSES**

LINE ITEM	DESCRIPTION	AMOUNT
741.00	Uniform shirts, pants, coats and foul weather gear for Cemetery workers per union contract	450
750.00	Safety guards for mowers, weed whips, shop tools and vehicles (OSHA)	300
776.00	Veteran Flags & holders	600
776.00	Flower beds and urn plants	2,000
776.00	Office and restroom supplies	750
776.00	Tools for shop and landscaping	1,500
776.00	Top soil and grass seed	2,000
776.00	Miscellaneous Materials and Supplies	3,100
776.01	Foundation Supplies (materials such as lumber, nails, and concrete to construct new monument foundations)	1,200
802.10	State workers (prison crew) to help maintain cemetery grounds	3,700
819.00	Annual conference and workshops for Michigan Municipal Cemeteries Association and American Cemetery Association	400
851.00	Telephone services, including call waiting due to sometimes sensitive nature of this municipal operation	600
863.00	Gasoline and oil for cemetery vehicles and equipment	1,500
921.00	Heat, lights, and other electrical service for cemetery office and work shop	2,500
931.01	Paint offices	250
931.01	Clean septic tank	150
931.01	Improve lighting around office and cemetery garage	750
931.01	Install tool room	550
931.01	Install windows in office	700
931.01	Monument repair	800
931.02	Maintenance of vehicles and equipment (tires, batteries, exhaust systems, body work, radio repair, small engine parts and other maintenance costs for operating cemetery vehicles and equipment)	5,000

941.00	Rental of heavier equipment from Equipment Fund to dig graves, plow snow, grade roads and other tasks	6,000
957.00	Personnel Training (training to certify personnel in the spraying and application of chemicals)	200

101 GENERAL FUND

PUBLIC SAFETY - Program Number 300					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
702.00	Salaries	1,133,162	1,001,577	1,154,404	
705.00	Salaries Overtime	130,000	148,328	128,000	
706.42	Maintenance of Vehicles and Equipment- Labor	500	262	300	
714.00	Medicare	11,881	10,079	12,198	
715.00	F I C A	10,306	10,475	10,581	
716.00	Hospitalization Insurance	176,578	159,164	179,323	
717.00	Life Insurance	3,312	2,880	3,594	
720.00	Workers Compensation	132,054	79,051	93,829	
721.00	Unemployment Insurance	1,753	1,753	1,795	
725.00	Clothing Allowance	13,000	13,000	14,000	
Sub-Total	PERSONNEL	1,612,546	1,426,569	1,598,024	
726.00	Supplies & Printing	17,500	13,445	17,000	
728.00	Dues Books Periodicals	2,300	2,040	2,200	
740.00	Photographic Supplies	1,500	2,056	1,500	
741.00	Uniforms	15,000	8,063	20,000	
750.00	Safety Matl - (OSHA)	2,000	557	2,000	
Sub-Total	SERVICES AND CHARGES	38,300	26,161	42,700	
801.00	Professional Services	6,100	7,968	6,100	
802.00	Contractual Services	20,000	16,282	20,600	
819.00	Conference Expense	1,500	2,104	2,000	
825.00	Prisoner Expense	1,500	822	1,500	
826.00	Investigations	500	0	500	

851.00	Telephone	9,400	6,956	9,500	
862.00	Vehicle Expense	28,000	21,787	33,000	
863.00	Gas & Oil	17,000	12,316	17,500	
Sub-Total	CONTRACTUAL SERVICES	84,000	68,235	90,700	
944.00	Leased Equip-Cars	7,100	7,032	8,400	
957.00	Personnel Training	15,000	5,777	14,000	
Sub-Total	OTHER CHARGES	22,100	12,809	22,400	
970.00	Capital Outlay	48,163	52,283	31,800	
Sub-Total	CAPITAL OUTLAYS	48,163	52,283	31,800	
	PROGRAM TOTAL	1,805,109	1,586,062	1,785,624	

101 GENERAL FUND
300 PUBLIC SAFETY

PERSONNEL BUDGET REQUEST FORM

POSITION TITLE	EMPLOYEE'S NAME	HOURS WORKED ANNUALLY	CURRENT WAGE/ SALARY	PROPOSED WAGE/SALARY RATE	PROPOSED LABOR COST
Chief	L. J. McKeown, Jr.	2088	51,500	53,302	53,302
Captain	B. L. Mueller	2088	40,394	41,809	41,809
Secretary	Carol deNicola	2088	25,530	26,424	26,424
Data Entry	Cindy Pasick	1044	7,804	9,068	9,068
Lieutenant	Bruce Matson	2184	36,199	37,466	37,466
Lieutenant	Johnnie Collins	2184	36,199	37,466	37,466
Lieutenant	David Blodgett	2184	36,199	37,466	37,466
Sergeant	Ken Snyder	2088	34,642	35,699	35,699
Sergeant	Eric Miller	2184	31,310	32,407	32,407
Sergeant	Tim Stanley	2184	31,310	32,407	32,407
Sergeant (Acting)	Eric Krause	2184	31,310	32,407	32,407
Sergeant (Acting)	Scott Ciupak	2184	31,310	32,407	32,407
Fire Fighter	Galen Schultz	2088	27,510	28,474	28,474
Public Safety Officer	Chaney, Kyle	2184	30,147	31,203	31,203
Public Safety Officer	Cunningham, Ken	2184	24,802	25,671	25,671
Public Safety Officer	Decker, Richard	2184	30,147	31,203	31,203
Public Safety Officer	Etter, Kurt	2184	30,147	31,203	31,203
Public Safety Officer	Gibson, James	2184	26,018	26,929	26,929
Public Safety Officer	Jaskiw, Andry	2088	30,147	31,203	31,203
Public Safety Officer	Jeschke, Todd	2184	24,802	25,671	25,671
Public Safety Officer	Johnson, Lorenzo	2184	30,147	31,203	31,203
Public Safety Officer	Johnson, Michael	2184	30,147	31,203	31,203

Public Safety Officer	MacQueen, Gerald	2184	30,147	31,203	31,203
Public Safety Officer	McGuire, Nate	2184	24,802	25,671	25,671
Public Safety Officer	Miller, Scott	2184	24,802	25,671	25,671
Public Safety Officer	Strowbridge, Dan	2184	30,147	31,203	31,203
Public Safety Officer	Thomas, Chris	2080	30,147	31,203	31,203
Public Safety Officer	Toth, John	2184	24,802	25,671	25,671
Public Safety Officer	Weeks, Larry	2184	27,339	28,296	28,296
Public Safety Officer	Weller, Dan	2184	30,147	31,203	31,203
Public Safety Officer	Young, Chris	2184	24,802	25,671	25,671
Public Safety Officer	vacant	2184	24,802	25,671	25,671
Public Safety Officer	vacant	2184	24,802	25,671	25,671
Dispatcher	Barry Beilfuss	2184	25,451	26,343	26,343
Dispatcher	Candauce Cloy	2184	25,451	26,343	26,343
Dispatcher	C. Jeanne Molton	2184	25,451	26,343	26,343
Dispatcher	Allison Yarger	2184	21,646	22,403	22,403
School Crossing Grd	vacant	540	2,349	2,781	2,781
School Crossing Grd	Robert Townsend	540	2,349	2,781	2,781
School Crossing Grd	Odie Clark	540	2,349	2,781	2,781
School Crossing Grd	vacant	540	2,349	2,781	2,781
School Crossing Grd	Robert Holt	540	2,349	2,781	2,781
School Crossing Grd	Esau Williams	540	2,349	2,781	2,781
Reserve Officer	Tim Minor	120	522	618	618

101 GENERAL FUND
300 PUBLIC SAFETY

CAPITAL OUTLAY BUDGET REQUEST FORM

CAPITAL ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST	NET COST	JUSTIFICATION
Renovate existing Patrol Vehicles	2	8,000	16,000	16,000	Renovate 2 existing patrol cruisers to extend their functional life span rather than buying 2 new patrol vehicles.
Computer upgrading and software programming	N/A	N/A	7,000	7,000	
Recording unit	1	N/A	8,000	8,000	Second and final payment on unit purchased in 1996 to record radio traffic and in-coming phone calls
Exhaust Fans	2	400	800	800	Need to exhaust vehicle fumes from apparatus room when fire engines are running
TOTAL				31,800	

101 GENERAL FUND
300 PUBLIC SAFETY

DESCRIPTION OF SELECTED OPERATING EXPENSES

LINE ITEM	DESCRIPTION	AMOUNT
726.00	Typing/computer supplies - Report forms, traffic/parking citations	6,100
726.00	Postage/UPS/Federal Express charges	3,000
726.00	Enforcement Forms and other miscellaneous forms printed	2,900
726.00	Miscellaneous cleaning supplies - floor mats	2,860
726.00	All other miscellaneous supply charges (i.e. WT batteries, lein supplies, computer repairs, laser repairs, typewriter repairs, extinguisher refills, medical)	3,850
728.00	Quinlin Publishing	61
728.00	Michigan Labor Letter	219
728.00	Administrative Membership Dues to various organizations	835
728.00	National Fire Protection Membership	380
728.00	North American Work Dog Association	105
728.00	MFPA Membership renewal - NFPA Fire Handouts	150
728.00	Cobb Group inside netware	120
728.00	Search/Seizure	72
728.00	National Law Director	115
728.00	Professional Secretaries International membership	60
740.00	Photographic Account - Purchase of film	600
740.00	Batteries for all cameras	50
740.00	Film processing - imaging for court cases	500
740.00	Miscellaneous expenditures (camcorder supplies, etc.)	350
741.00	Uniform Account - Turnout gear (coat-pants) 5 sets @ 850.00	4,250
741.00	Fire boots - 6 prs @ \$100 each	600
741.00	Fire gloves - 10 prs @ 26.00	260
741.00	Helmets - 5 @ 200.00	1,000

741.00	Body armour (vests) - 36 @ \$400 each	14,400
741.00	Police uniforms (pants-shirts-jackets for new hires and to replace old sets)	2,500
741.00	Helmets - 5 @ \$200 each	1,000
750.00	OSHA Safety Materials	2,000
801.00	Professional Services	6,100
802.00	State of Michigan (lein access and maintenance)	4,000
802.00	Pitney Bowes (service contract for copier and fax)	1,098
802.00	Motorola Corp. (E-911 Service Contract)	4,000
802.00	Motorola Corp. (Communication equipment maintenance)	8,000
802.00	Pulford Enterprize (Computer service contract)	3,500
819.00	Various Police and Fire seminars/training sessions	2,000
825.00	Expenses relating to prisoners, cleaning of blankets & food	1,500
826.00	Informant fees related to non-drug investigations	500
815.00	Informant fees for drug related investigations	2,500
827.00	Controlled drug buys	2,500
828.00	Drug enforcement equipment	5,000
851.00	Monthly telephone charges, maintenance to phones and long distance	9,500
862.00	Repairs for fire apparatus equipment	5,000
862.00	Body repairs to emergency vehicles	10,000
862.00	Outside vehicle repairs	18,000
863.00	Gas/Oil - Fuel for all emergency vehicles	17,500
944.00	Lease vehicles (Chief and Detective Bureau)	8,400
957.00	Personnel Training - Fire Training	14,000
965.00	Miscellaneous expenses not elsewhere covered	1,200

101 GENERAL FUND

SCHOOL LIAISON OFFICER - Program Number 302					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
703.00	Salaries Regular	30,148	27,532	31,310	
705.00	Salaries Overtime	500	500	0	
714.00	Medicare	444	495	400	
716.00	Hospitalization Insurance	9,722	5,068	4,800	
717.00	Life Insurance	46	91	100	
725.00	Clothing Allowance	0	0	350	
Sub-Total	PERSONNEL	40,860	33,686	36,960	
	PROGRAM TOTAL	40,860	33,686	36,960	

101 GENERAL FUND

INSPECTION & CODE ENFORCEMENT - Program Number 372					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
702.00	Salaries	68,228	38,477	38,860	
704.00	Salaries Part-Time	2,500	1,600	2,500	
714.00	Medicare	977	550	560	
715.00	F I C A	2,337	1,332	1,350	
716.00	Hospitalization Insurance	4,838	5,136	8,478	
717.00	Life Insurance	230	155	210	
720.00	Workmens Compensation	2,290	1,700	1,700	
721.00	Unemployment Insurance	82	-0-	81	
Sub-Total	PERSONNEL	81,482	48,950	53,739	
726.00	Supplies & Printing	2,000	2,800	2,800	
728.00	Dues Books Periodicals	600	400	450	
Sub-Total	SERVICES AND CHARGES	2,600	3,200	3,250	
803.00	Demolitions	3,000	1,500	3,000	
819.00	Conference Expense	1,000	1,200	1,000	
851.00	Telephone	700	400	500	
862.00	Vehicle Expense	1,000	700	1,000	
887.00	Inspections	9,000	12,000	9,000	
Sub-Total	CONTRACTUAL SERVICES	14,700	15,800	14,500	
970.00	Capital Outlay	4,500	3,200	5,000	
Sub-Total	CAPITAL OUTLAYS	4,500	3,200	5,000	
	PROGRAM TOTAL	103,282	71,150	76,489	

101 GENERAL FUND
372 INSPECTIONS AND CODE ENFORCEMENT

PERSONNEL BUDGET REQUEST FORM

POSITION TITLE	EMPLOYEE'S NAME	HOURS WORKED ANNUALLY	CURRENT WAGE/ SALARY	PROPOSED WAGE/SALARY RATE	PROPOSED LABOR COST
City Inspector	John Harden	2088	26,860	27,800	27,800
City Inspector	Hospital Insurance Opt-Out Payment	N/A	N/A	N/A	1,600
Assistant/Secretary *	Joanne Blair	2088		18,164	9,082
Assistant/Secretary	Longevity Pay	N/A	960	960	480

* One-half of labor cost for this position will be split with City Manager's office to continue phone answering and directing calls for all operations at City Hall.

101 GENERAL FUND
372 INSPECTIONS AND CODE ENFORCEMENT

CAPITAL OUTLAY BUDGET REQUEST FORM

CAPITAL ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST	NET COST	JUSTIFICATION
Geographical Information System	N/A	N/A	5,000	5,000	Purchase of hardware and software and digitization of base map to initiate a geographical information system. Start- up costs shared by three departments.
TOTAL				5,000	

101 GENERAL FUND

372 INSPECTION AND CODE ENFORCEMENT

DESCRIPTION OF SELECTED OPERATING EXPENSES

LINE ITEM	DESCRIPTION	AMOUNT
726.00	Duplicating Costs	200
726.00	Copier Maintenance	225
726.00	Computer Supplies	125
726.00	Film & Processing	450
726.00	Office Equipment	125
726.00	Office Supplies	125
726.00	Inspection Equipment	100
726.00	Printing of various forms	950
726.00	Publishing	200
728.00	Professional Memberships	200
728.00	Books	100
728.00	Magazine Subscriptions	100
803.00	Demolition of condemned structures	3,000
819.00	Training Seminars and Workshops	1,000
851.00	Telephone Usage for local and long distance calls	500
862.00	Vehicle Expenses to keep operational of older City car	1,000
887.00	Contracted Inspections for plumbing, mechanical and electrical (offset by revenues collected)	9,000

101 GENERAL FUND

CITY MAINTENANCE - Program Number 446					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
Sub-Total	PERSONNEL	0	0	0	
802.00	Contractual Services	1,500	1,500	1,500	
881.40	Ground Maintenance-Maple Grove	1,000	1,000	1,000	
882.00	Christmas Decorations	7,600	7,600	8,500	
884.00	Special Events	2,000	2,000	2,500	
Sub-Total	CONTRACTUAL SERVICES	12,100	12,100	13,500	
925.00	Street Lighting	100,000	102,000	108,000	
931.04	Sidewalk Maintenance	10,000	10,000	-0-	
931.10	Parking Lot Maintenance	12,000	12,000	12,000	
934.00	All Other Jobs	7,000	7,000	7,000	
Sub-Total	OTHER CHARGES	129,000	131,000	127,000	
	PROGRAM TOTAL	141,100	143,100	140,500	

101 GENERAL FUND
446 CITY MAINTENANCE PROGRAM

DESCRIPTION OF SELECTED OPERATING EXPENSES

LINE ITEM	DESCRIPTION	AMOUNT
802.00	Cost of dumpster for Solid Waste disposal	1,500
881.40	Snow plowing of parking lot at Maple Grove Apartments	1,000
882.00	Electrical energy costs to light Christmas decorations	3,000
882.00	Put up and take down Christmas decorations	5,000
882.00	Replacement parts and repair of Christmas decorations	1,000
884.00	Costs associated in preparing for, during or after the Festival of the Forks celebration, Albion Aglow, Memorial Day parade, street banners for homecoming, United Way, etc.	3,000
925.00	Cost of electricity for streetlights, maintenance costs and added fixtures	108,000
931.04	Cost to replace sidewalks determined to be in a state of disrepair	-0-
931.10	Snow removal patching, paving, sweeping and striping of publicly-owned municipal parking lots	12,000
934.00	Painting curbs for no parking, weeding in right-of-way, putting up handicapped parking signs, putting up and taking down flags, maintaining street name signs, installing no parking signs, support of Flower Committee activities, and other special project.	7,000

101 GENERAL FUND

CITY ENGINEER - Program Number 449					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
702.00	Salaries	65,119	66,400	70,400	
705.00	Salaries Overtime	241	100	250	
714.00	Medicare	948	965	1,024	
715.00	F I C A	4,052	4,127	4,381	
716.00	Hospitalization Insurance	12,413	11,777	12,497	
717.00	Life Insurance	379	372	391	
720.00	Workmens Compensation	3,117	1,942	2,956	
721.00	Unemployment Insurance	98	67	97	
Sub-Total	PERSONNEL	86,367	85,750	91,996	
726.00	Supplies & Printing	1,500	1,600	1,700	
728.00	Dues Books Periodicals	265	300	300	
750.00	Safety Material (OSHA)	200	200	200	
Sub-Total	SERVICES AND CHARGES	1,965	2,100	2,200	
802.00	Contractual Services	300	500	1,000	
819.00	Conference Expense	600	0	400	
851.00	Telephone	800	850	900	
862.00	Vehicle Expense	200	0	200	
Sub-Total	CONTRACTUAL SERVICES	1,900	1,350	2,500	
970.00	Capital Outlay	0	0	5,000	
Sub-Total	CAPITAL OUTLAYS	0	0	5,000	
	PROGRAM TOTAL	90,232	89,200	101,696	

101 GENERAL FUND
449 CITY ENGINEER

PERSONNEL BUDGET REQUEST FORM

POSITION TITLE	EMPLOYEE'S NAME	HOURS WORKED ANNUALLY	CURRENT WAGE/ SALARY	PROPOSED WAGE/SALARY RATE	PROPOSED LABOR COST
Director of Public Works/City Engineer	Leroy Schmidt	2088	46,891	48,532	48,532
	Vehicle Allowance	N/A	80/month	80/month	960
	Longevity Pay	N/A	320	320	320
Secretary	Bonnie Edmonds	2088	16,621	17,203	17,203
	Longevity Pay	N/A	320	320	320
Part-time	Temporary Help	425	7.00/hr.	7.00/hr.	3,000
Secretary	Overtime	20	11.99/hr.	12.50/hr.	250

101 GENERAL FUND
449 CITY ENGINEER

CAPITAL OUTLAY OPERATING EXPENSE FORM

CAPITAL ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST	NET COST	JUSTIFICATION
Base Mapping for Geographical Information (GIS)	1	5,000	5,000	5,000	This is part of a computer based system that combines the capabilities of database management with high resolution computer graphics. It could have application for all elements of the City staff.
TOTAL				5,000	

101 GENERAL FUND
449 CITY ENGINEER

DESCRIPTION OF SELECTED OPERATING EXPENSES

LINE ITEM	DESCRIPTION	AMOUNT
726.00	Duplication costs at copy machine	400
726.00	Blueprint material	400
726.00	Surveying equipment and supplies	250
726.00	Office supplies for staff operations	400
726.00	Computer supplies	250
728.00	American Water Works Association Dues	70
728.00	Contractors & Builders magazine subscription	88
728.00	Water Works magazine subscription	30
728.00	Roads and Bridges magazine subscription	30
728.00	Miscellaneous books and publications	82
750.00	Training materials, videos and safety equipment	200
802.00	Radio maintenance	105
802.00	Typewriter and computer maintenance	100
802.00	Blueprint machine maintenance	700
819.00	American Water Works Conference registration and expenses	300
819.00	Southern Michigan Public Works meeting expenses	100
819.00	Training (Seminar) expenses for support staff	100
851.00	Telephone services	900
862.00	Maintenance service and repair parts for survey van	200

101 GENERAL FUND
PARKS - Program Number 691

Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
702.00	Salaries	97,604	81,400	112,948	
705.00	Salaries Overtime	2,500	2,000	2,500	
714.00	Medicare	1,452	1,171	1,680	
715.00	F I C A	6,206	5,008	7,221	
716.00	Hospitalization Insurance	22,334	21,540	23,552	
717.00	Life Insurance	470	402	491	
720.00	Workmens Compensation	2,874	4,646	4,325	
721.00	Unemployment Insurance	201	201	205	
Sub-Total	PERSONNEL	133,641	133,634	152,922	
728.00	Dues Books Periodicals	250	500	500	
741.00	Uniforms	600	300	500	
750.00	Safety Material - (OSHA)	1,000	1,000	1,000	
776.00	Materials & Supplies	9,000	9,000	9,500	
Sub-Total	SERVICES AND CHARGES	10,850	10,800	11,500	
802.00	Contractual Services	0	1,250	5,000	
802.10	Contr. Services-State Workers (Prison crews)	3,800	2,600	3,800	
819.00	Conference Expense	500	600	1,000	
851.00	Telephone	500	500	500	
863.00	Gas & Oil	2,800	2,000	2,000	
Sub-Total	CONTRACTUAL SERVICES	7,600	6,950	12,300	

921.00	Heat Light & Power	4,000	4,200	4,700	
931.01	Maintenance-Buildings & Grounds	6,000	6,000	6,500	
931.02	Maintenance-Vehicles & Equipment	11,600	7,500	12,000	
941.00	Equipment Rental	3,500	1,100	3,500	
957.00	Personnel Training	300	100	500	
966.10	Forestry Tree Planting	3,000	2,500	3,000	
966.24	Victory Park Dam	5,000	5,000	5,000	
Sub-Total	OTHER CHARGES	33,400	26,400	35,200	
970.00	Capital Outlay	20,300	17,000	15,000	
Sub-Total	CAPITAL OUTLAYS	20,300	17,000	15,000	
	PROGRAM TOTAL	205,791	194,784	226,922	

101 GENERAL FUND
691 PARKS

PERSONNEL BUDGET REQUEST FORM

POSITION TITLE	EMPLOYEE'S NAME	HOURS WORKED ANNUALLY	CURRENT WAGE/ SALARY	PROPOSED WAGE/SALARY RATE	PROPOSED LABOR COST
Superintendent	Dan Derby	2088	30,300	31,360	20,906 *
Foreman W-6	Bob Manthei	2088	10.98/hr.	11.42/hr.	23,638
Maintenance W-3	Ned Sims	2088	10.42/hr.	10.84/hr.	23,432
Maintenance W-3	Kevin Munro	2088	10.42/hr.	10.84/hr.	22,432
Maintenance W-3	Overtime	150	15.00/hr.	16.60/hr.	2,500
Regular employees	Longevity Pay	N/A	875	1,600	1,600
Part-time Labor	Seasonal employee hired annually to work 16 weeks during the summer months	840	6.00/hr.	6.50/hr.	5,460
Part-time Labor	Seasonal employee hired annually to work 16 weeks during the summer months	840	6.00/hr.	6.50/hr.	5,460
Part-time Labor	Seasonal employee hired annually to work 16 weeks during the summer months	840	6.00/hr.	6.50/hr.	5,460
Part-time Labor	Seasonal employee hired annually to work 16 weeks during the summer months	840	6.00/hr.	6.50/hr.	5,460

* Superintendent's salary is split two-thirds Parks and one-third Cemetery.

101 GENERAL FUND
691 PARKS

CAPITAL OUTLAY BUDGET REQUEST FORM

CAPITAL ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST	NET COST	JUSTIFICATION
Riding Mower with trailer	1	10,000 mower 3,000 trailer	13,000	13,000	Replace old riding mower no longer practical to maintain.
Computer/Printer	1	2,000	2,000	2,000	Existing computer is old and memory full
TOTAL				15,000	

101 GENERAL FUND
691 PARKS

DESCRIPTION OF SELECTED OPERATING EXPENSES

LINE ITEM	DESCRIPTION	AMOUNT
728.00	Periodicals on crop advisory alert, parks management, tree care and related fields	500
741.00	Uniform shirts, pants, coats, rainsuits, foul weather gear, coveralls, boots and waterproof gloves for employees per union contract	500
750.00	Maintain first aid kit, fire extinguishers inspections, safety glasses and goggles, explosive proof gasoline cabinet and other safety material	1,000
776.00	Flowers, fertilizers, grass seed and topsoil	1,000
776.00	City Hall copy machine duplicating costs	200
776.00	Office supplies	250
776.00	Straw for sledding hill	250
776.00	Hand tools and shop supplies	600
776.00	Restroom supplies	1,400
776.00	Paint for playground equipment, restrooms, and shelters	800
931.01	Playground equipment repairs and/or purchases	1,500
802.10	State workers (prison crew) to help maintain municipal park system	3,800
863.00	Gasoline and oil for parks equipment and vehicles	2,000
921.00	Heat, lights and power for parks shop, park office, pavilion, shelters and park system	4,700
931.01	Repair electrical system at Victory Park Pavilion	1,500
931.01	Routine electrical and plumbing repairs through park system	700
931.01	Install and/or repair volleyball courts and nets, tennis courts and nets, basketball courts and backboards	1,000
931.01	Repair or replace picnic tables and benches and purchase and stain bleachers	2,500

931.02	Repair parts and labor for repair/maintenance of Parks equipment, including mowers, chain saws, line trimmers, sweepster broom bristles, toro blades, filters, park vehicles and various miscellaneous tools	12,000
941.00	Equipment Rental pays for use of Equipment Fund equipment when heavier equipment is needed	3,500
957.00	Training of personnel in pesticide applications, tree/shrub pruning and safety procedures	500
966.24	Victory Park Dam - Funds to continue repair of dam abutments, remove trees on retaining berm, raise berm and repair rock retaining wall	5,000

101 GENERAL FUND

RECREATION - Program Number 692					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
702.00	Salaries	19,000	12,970	20,454	
706.42	Vehicle Maintenance - Labor	0	200	400	
714.00	Medicare	276	267	299	
715.00	FICA	1,178	1,142	1,434	
720.00	Workmens Compensation	209	1,221	1,073	
721.00	Unemployment Insurance	37	0	52	
Sub-Total	PERSONNEL	20,700	15,800	23,712	
726.00	Supplies & Printing	10,702	10,429	10,500	
728.00	Dues Books Periodicals	300	0	200	
Sub-Total	SERVICES AND CHARGES	11,002	10,429	10,700	
802.00	Contractual Services	60,000	60,000	62,100	
819.00	Conference Expense	300	400	500	
851.00	Telephone	450	214	400	
862.00	Vehicle Expense	1,300	500	500	
863.00	Gas & Oil	1,100	600	750	
Sub-Total	CONTRACTUAL SERVICES	63,150	61,714	64,250	
921.00	Heat Light & Power	2,400	1,566	2,200	
931.01	Maint-Bldgs & Grounds	5,540	0	2,500	
931.02	Maint-Vehicles & Equipment	7,940	6,900	7,000	
Sub-Total	OTHER CHARGES	15,880	8,466	11,700	
970.00	Capital Outlay	4,512	0	4,988	
Sub-Total	CAPITAL OUTLAYS	4,512	0	4,988	
	PROGRAM TOTAL	115,244	96,409	115,350	

**101 GENERAL FUND
692 RECREATION PROGRAM**

PERSONNEL BUDGET REQUEST FORM

POSITION TITLE	EMPLOYEE'S NAME	HOURS WORKED ANNUALLY	CURRENT WAGE/ SALARY	PROPOSED WAGE/SALARY RATE	PROPOSED LABOR COST
Tee Ball Supervisor	Madison Miles	98	7.00	7.00	686
Tee Ball Supervisor	Linda Miles	98	5.50	5.00	490
Tee Ball Supervisor	Diana Cordova	98	5.00	5.00	490
Tee Ball Supervisor	Roderick Wilson	98	5.00	6.00	588
Tee Ball Supervisor	Irene Bregg	98	5.00	5.00	490
Tee Ball Supervisor	Lavall Jordan	98	5.00	5.00	490
Tee Ball Supervisor	Terrance Langston	98	5.00	5.00	490
Willie Mays Baseball	Vacant	50	6.00	6.00	300
Willie Mays Baseball	Vacant	50	5.00	5.00	250
Willie Mays Baseball	Vacant	50	5.00	5.00	250
Girls Softball Sup.	David Troppens	54	5.00	6.00	324
Girls Softball Sup.	Gerald Simpson	90	5.00	6.00	540
Girls Softball Sup.	Vacant	54	5.00	5.00	270
Girls Softball Sup.	Vacant	54	5.00	5.00	270
Girls Softball Sup.	Vacant	54	5.00	5.00	270
Cheerleading Sup.	Ashia Ridley	78	5.00	5.00	390
Winter City League Basketball Scorekeeper	Kimberly Bean	76	5.00	5.00	380
Winter City League Basketball Timer	Vacant	76	5.00	5.00	380
Father and Daughter Dance Supervisor	Hazel Lias	25	6.00	7.00	175
Father and Daughter Dance Supervisor	Vacant	25	6.00	6.00	150
Mother/Son Activity Night Supervisor	Hazel Lias	25	6.00	7.00	175
Mother/Son Activity Night Supervisor	Vacant	25	6.00	6.00	150

Summer City Basketball Scorekeeper	Kimberly Bean	48	5.00	5.00	240
30 & Older Basketball Scorekeeper	Kimberly Bean	48	5.00	5.00	240
Summer Basketball Scorekeeper	Kenny Moorehead	50	6.00	6.00	300
Flag Football Supervisor	Corey Coleman	72	5.00	5.00	360
Flag Football Supervisor	Jason Moorehead	72	5.00	5.00	360
Flag Football Supervisor	Vacant	72	5.00	5.00	360
Flag Football Supervisor	Vacant	72	5.00	5.00	360
Punt, Pass, & Kick	Vacant	2	5.00	5.00	10
Fall Softball Scorekeeper	Ophelia Garza	48	5.00	5.00	288
Adult Co-Ed Softball Scorekeeper	William Haeske	24	5.00	5.00	120
Halloween Supervisor	Hazel Lias	20	6.00	6.00	120
Open Recreation Supervisor	William Greene	212	5.00	5.00	1,060
Elementary Basketball Scorekeeper	Kimberly Bean	48	5.00	5.00	240
Elementary Basketball Timer	Vacant	48	5.00	5.00	240
High School Basketball Timer	Vacant	48	5.00	5.00	240
High School Basketball Timer	Vacant	48	5.00	5.00	240
Ice Skating Supervisor	Derrick Sprandel	165	6.00	6.00	990
Ice Skating Supervisor	Vacant	165	5.00	5.00	825
Softball Field Supervisor	Aaron Washington	375.5	5.00	6.00	2,253
City Summer Softball Scorekeeper	Ophelia Garza	91.5	5.00	6.00	546
City Summer Softball Scorekeeper	William Haeske	93.5	5.00	5.00	468
City Industrial Basketball Scorekeeper	Kimberly Bean	48	5.00	5.00	240
City Industrial Basketball Timer	Vacant	48	5.00	5.00	240

Co-Ed Volleyball Scorekeeper	Vacant	40	5.00	5.00	200
Easter Egg Hunt Supervisor	Hazel Lias	5	6.00	6.00	30
Mat Cat Wrestling Supervisor	Ronnie Parker	159	6.00	7.00	1,113
Woman Fast Pitch Scorekeeper	Ophelia Garza	50	5.00	6.00	300
Elementary Basketball Supervisor	William Haeske	50	5.00	5.00	250
Elementary Basketball Supervisor	Mark Barnes	63	5.00	6.00	378
Playground Supervisor	Sandra Williams	258	9.00	9.00	2,322
Playground Supervisor	Gretchen Radtke	222	6.00	6.00	1,332
Playground Supervisor	Desha Perkins	198	6.00	6.00	1,188
Playground Supervisor	Cara Foust	249	6.00	6.00	1,512
Baseball Umpire	Chad Shelton		15.00	15.00	160
Baseball Umpire	Ramon Gonzalez		15.00	15.00	203
Baseball Umpire	Namon Scholz		15.00	15.00	88
Baseball Umpire	Michael Fuller		15.00	15.00	20
Baseball Umpire	Steve Martin		15.00	15.00	199
Baseball Umpire	Aaron Washington		15.00	15.00	76
Baseball Umpire	Eric Schwartz		15.00	15.00	20
Baseball Umpire	Daniel Shropwicz		15.00	15.00	20
Baseball Umpire	Todd Franklin		15.00	15.00	17
Baseball Umpire	Charles Lewis		15.00	15.00	25
Baseball Umpire	Terri Franklin		15.00	15.00	69
Baseball Umpire	Jim Mills		15.00	15.00	125
Baseball Umpire	Dana Higgins		15.00	15.00	22
Baseball Umpire	James Lawler		15.00	15.00	94
Watering Softball Field	Ephrain Lucio	5	5.00	5.00	25
Late Night Basketball Supervisor	Maurice Ware	18	6.00	6.00	108

Late Night Basketball Supervisor	Leon Armstrong	15	6.00	6.00	90
Open Recreation Supervisor	Aundre Frazier	2	5.00	5.00	10
Girls Basketball Coach	Thomas Spratley	8	5.00	6.00	48
Girls Softball Coach	Margo Williams	10	5.00	5.00	50
Girls Softball Coach	Tocara Bennett	10	5.00	5.00	50
Maintenance on Softball Fields	Aaron Washington, IV	70	5.00	5.00	350
Christmas Party	Essie Curtis				300
Scheduling	Johnette Armstrong	9	5.00	5.00	45
Tee-Ball Supervisor	Durant Crum	98	6.00	6.00	588
Tee-Ball Supervisor	Henderson Harris	98	6.00	6.00	588
Tee-Ball Supervisor	Mark Lane	98	5.00	5.00	490
Tennis Coach	Ted Knickerbocker	53	6.00	7.00	371
Swimming Lifeguard	Katie Garrison	42	5.00	6.00	252
Swimming Lifeguard	McKenzie Pinkham	42	5.00	6.00	252
Swimming Lifeguard	Jason Schuler	42	5.00	6.00	252
Sand Volleyball Supervisor	Barb Osburn	35	7.00	7.00	245
Hershey Track Supervisor	Joni Pinkham	25	6.00	6.00	150
Playground Supervisor	Terry McKown	252	6.00	6.00	1,512
Playground Supervisor	Kathleen Johnson	153	7.00	7.00	1,071
Basketball Referee	Darrell Billingslea		15.00	15.00	30
Basketball Referee	Martin Zwolensky		15.00	15.00	195
Basketball Referee	Kenneth Moorehead		15.00	15.00	165
Basketball Referee	Faye Craig		15.00	15.00	30
Basketball Referee	Bobby Evans		15.00	15.00	75
Basketball Referee	Mark Barnes		15.00	15.00	15
Basketball Referee	Maurice Ware		15.00	15.00	30
Baseball Umpire	Daniel Derby		15.00	15.00	77
Baseball Umpire	Allen Harris		15.00	15.00	197
Baseball Umpire	Anastacia Reyna		15.00	15.00	37
Baseball Umpire	Toras Pythowony		15.00	15.00	37
Baseball Umpire	Kees Hiatt		15.00	15.00	100

101 GENERAL FUND
692 RECREATION PROGRAM

CAPITAL OUTLAY BUDGET REQUEST FORM

CAPITAL ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST	NET COST	JUSTIFICATION
Gator Utility Vehicle	1	4,988	4,988	4,988	Dragging Softball Fields
TOTAL					

101 GENERAL FUND
692 RECREATION PROGRAM

DESCRIPTION OF SELECTED OPERATING EXPENSES

LINE ITEM	DESCRIPTION	AMOUNT
726.00	Softball, Baseball & Basketball Supplies	366.45
726.00	Baseballs	36.00
726.00	Flyers for Summer Youth, Tee-Ball, and Girls Softball	206.00
726.00	Tee-Ball Tee-Shirts	1,017.00
726.00	Baseball Equipment	664.90
726.00	Trophies Tee-Ball, Jr. High Basketball, Girls Softball	866.75
	Willie Mays Baseball, Men Offset	
	Four Sponsors, Homeruns and Hits	
726.00	Girls Softball Tee-Shirts	65.00
726.00	Womens Fast Pitch Tee-Shirts	144.00
726.00	Church League Tee-Shirts	148.00
726.00	Trophies for Festival of the Forks Senior Citizen Shuffleboard	84.00
726.00	Trophies for Junior High Flag Football	125.00
726.00	Trophies for Elementary Flag Football	250.00
726.00	Trophies for Elementary/Jr. High Basketball	200.00
726.00	Trophies for Senior High Basketball	200.00
726.00	Trophies for City League Basketball	250.00
726.00	Trophies for Industrial League Basketball	250.00
726.00	Trophies for 30 & Older Basketball	300.00
726.00	Trophies for Girls Basketball	180.00
726.00	Trophies & Tee-Shirts for City Softball	300.00
726.00	Trophies & Tee-Shirts for Women Fast Pitch	150.00
726.00	Trophies & Tee-Shirts for Women Slow Pitch	300.00

726.00	Trophies & Tee-Shirts for Church Softball	300.00
726.00	Easter Egg Flyers	75.90
726.00	Ad for Wrestling	85.00
726.00	Lime for Softball Fields	264.00
726.00	Window for Harris Field Press box	29.00
726.00	Baseball Equipment and Playground	124.00
726.00	Time Clocks for Basketball	75.95
726.00	Fixed Plumbing at Ketchum Field	265.50
726.00	Replaced Light Switch at Harris Field	35.00
726.00	Baseball and Basketball Equipment	332.50
726.00	Ad for Basketball Team	125.00
726.00	Five Gallon Gas Can for Tractor	9.71
726.00	Line Marks for Softball Field	298.00
726.00	Tape and String for Softball Fields	17.62
726.00	Easter Egg Supplies	45.73
726.00	Supplies for Softball Fields	72.96
726.00	Baseball Equipment	283.50
726.00	Sprinklers for Softball Field	51.73
726.00	Shipped Mini-Grant Report to MRPA	15.50
726.00	Trophies for City Summer Basketball League	188.00
726.00	Tee-Shirts for McIntosh Playground Participants	252.00
726.00	McIntosh Park Playground Supplies	81.80
726.00	McIntosh Park Playground Equipment	153.90
726.00	Tee-Shirts for Girls Basketball	85.00
726.00	Volleyball Tee-Shirts and Trophies	125.00
726.00	Senior Citizens Trips Using Van Supplement	300.00
726.00	Senior Center Director's Pay	1,958.00
726.00	Skating Center Rental	300.00

726.00	Registration to MRPA PPK & Hershey, Track, & Field	80.00
726.00	Flag Football Flyers	56.00
726.00	Trophies & Tee-Shirts for Fall Softball	215.00
726.00	Trophies & Tee-shirts for Festival of the Forks Softball Tournament	215.00
726.00	Sandi Koufax 13 & 14 year olds insurance	150.00
726.00	Pee Wee Reese 11 and 12 year olds insurance	100.00
726.00	Willie Mays 9 and 10 year olds baseball insurance	100.00
726.00	Mikey Mantle 15 and 16 year olds insurance	175.00
726.00	Football Line Markers	178.00
726.00	Paint for Line Markers	470.00

101 GENERAL FUND

COMMUNITY DEVELOPMENT/PLANNING - Program Number 821					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
702.00	Salaries	79,463	71,098	75,079	
714.00	Medicare	1,152	1,126	1,088	
715.00	F I C A	4,927	4,818	4,655	
716.00	Hospitalization Insurance	14,825	13,160	13,183	
717.00	Life Insurance	389	408	408	
720.00	Workmens Compensation	1,068	868	1,009	
721.00	Unemployment Insurance	102	0	93	
Sub-Total	PERSONNEL	101,926	91,478	95,515	
726.00	Supplies & Printing	3,000	2,156	2,200	
728.00	Dues Books Periodicals	2,000	1,590	1,300	
Sub-Total	SERVICES AND CHARGES	5,000	3,746	3,500	
802.00	Contractual Services	200	248	200	
819.00	Conference Expense	1,225	1,475	750	
851.00	Telephone	1,100	1,102	1,150	
862.00	Vehicle Expense	370	158	200	
886.00	Planning Commission	350	0	250	
Sub-Total	CONTRACTUAL SERVICES	3,245	2,983	2,550	
970.00	Capital Outlay	963	963	8,080	
Sub-Total	CAPITAL OUTLAYS	963	963	8,080	
	PROGRAM TOTAL	111,134	99,170	109,645	

101 GENERAL FUND

821 PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

PERSONNEL BUDGET REQUEST FORM

POSITION TITLE	EMPLOYEE'S NAME	HOURS WORKED ANNUALLY	CURRENT WAGE/ SALARY	PROPOSED WAGE/SALARY RATE	PROPOSED LABOR COST
Director	Vacant	2088	38,300	39,641	39,641
Associate Planner	Kirsten Couch Helmbreck	2088	25,281	26,166	26,166
Secretary	Lisa Warren	2088	16,620	17,522	17,522

101 GENERAL FUND

821 PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

CAPITAL OUTLAY BUDGET REQUEST FORM

CAPITAL ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST	NET COST	JUSTIFICATION
Used Vehicle	1	6,000	8,000	3,000	1985 Horizon is being repaired with regularity; brakes, shocks, carburator work (difficult starting) expenses are increasing. Cost shared 50% with Assessing. Car valve may be \$2,000 with completed repairs.
GIS Computer System	N/A	5,000	5,000	5,000	Share with Assessing, Engineer, and Inspection. Data availability to access land use detail, zoning, overlay infrastructure locations.
Site License For Trius	2	40	80	80	Computer upgrade
TOTAL				\$8,080	

101 GENERAL FUND**821 PLANNING AND COMMUNITY DEVELOPMENT****DESCRIPTION OF SELECTED OPERATING EXPENSES**

LINE ITEM	DESCRIPTION	AMOUNT
726.00	Legal notices published in local newspaper	775
726.00	Copies for meetings, etc.	675
726.00	Computer repairs as needed	250
726.00	Printing costs for documents and reports	150
726.00	Operating supplies for office and staff	200
726.00	Filing fees for various legal documents	150
728.00	APA and MAPA Membership for Director and Associate Planner	263
728.00	Planning Assistance Service from APA	460
728.00	Zoning News Subscription	50
728.00	Zoning Report Subscription	58
728.00	Planning & Zoning Magazine	165
728.00	Michigan Economic Development Association	80
728.00	Professional Secretaries International	60
728.00	Michigan Association of Code Enforcement Officers	65
728.00	Zoning Bulletin Subscription	89

101 GENERAL FUND

GENERAL APPROPRIATIONS - Program Number 901					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
716.00	Hospitalization Insurance	14,094	14,304	14,989	
719.01	Tuition Reimbursement	1,372	1,389	1,400	
Sub-Total	PERSONNEL	15,466	15,693	16,389	
727.00	Postage	13,063	13,950	14,000	
Sub-Total	SERVICES AND CHARGES	13,063	13,950	14,000	
801.02	Professional Services Non-retainer	-0-	-0-	35,000 *	
801.03	Professional Services-CATV	2,000	1,507	2,000	
802.00	Contractual Services	2,769	2,500	2,600	
802.03	Local Origination Programming	8,000	8,000	8,000	
889.00	Contingency Account	8,600	5,900	7,500	
Sub-Total	CONTRACTUAL SERVICES	21,369	17,907	55,100	
911.00	Insurance	103,896	103,961	101,731	
931.00	Maintenance-Bldg & Grounds-Depot	2,555	2,419	2,700	
961.02	C C A A	1,080	1,080	1,080	
961.05	Senior Center	3,375	3,375	3,775	
961.08	USDA Grant	30,000	30,000	30,000	
961.17	W. K. Kellogg Grant	787	250	55,000	
961.25	Sister City Program (Noisy Le Roi, France)	-0-	-0-	5,000	
965.19	Contribution to Library Systems Fund	210,110	210,110	225,109	
Sub-Total	OTHER CHARGES	351,803	351,195	424,395	
	PROGRAM TOTAL	401,701	398,745	509,884	

* Professional Services Non-retainer moved to General Appropriations from City Council to more accurately locate this expense item within the General Fund.

202 MAJOR STREETS FUND

REVENUE - Program Number 000					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
447.00	Interest	1,000	110	200	
546.00	MVH Funds (Act 51 Highway Aid)	340,000	344,710	345,000	
546.01	STL Funds	40,800	34,000	46,100	
546.02	MVH Funds - Build Michigan Program	17,332	17,344	17,500	
664.00	Interest on Investments	2,200	1,863	1,500	
666.00	MML Dividend	3,000	15,000	5,000	
695.00	Miscellaneous	1,000	3,400	1,000	
697.00	TIFA Contribution to Debt Service	0	11,203	15,908	
699.00	Appropriation from Fund Balance	46,493	45,312	9,147	
	PROGRAM TOTAL	451,825	472,942	441,355	

202 MAJOR STREET FUND

MAJOR STREET MAINTENANCE - Program Number 461					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
702.00	Salaries	37,760	34,300	37,440	
705.00	Salaries Overtime	4,000	4,000	5,000	
710.00	Administration Costs	18,340	18,385	18,340	
716.00	Hospitalization Insurance	46,128	41,190	39,000	
717.00	Life Insurance	1,097	970	1,000	
741.00	Uniforms	1,600	1,116	800	
Sub-Total	SERVICES AND CHARGES	108,925	99,961	101,580	
805.00	Traffic Services	5,000	9,000	8,000	
805.01	Pavement Marking	2,000	4,000	4,000	
805.02	Traffic Signs	3,000	1,000	2,000	
805.03	Traffic Signals	2,000	10,000	6,000	
Sub-Total	CONTRACTUAL SERVICES	12,000	24,000	20,000	
933.00	Surface Maintenance	32,000	32,000	35,000	
934.00	All Other Jobs	35,000	35,000	40,000	
937.00	Bridge Maintenance	200	1,000	500	
938.00	Snow & Ice Control	22,000	22,000	30,000	
943.00	Building Rental	5,000	5,000	5,000	
965.05	Contribution to Local Street Fund	3,255	0	0	
966.33	Major Street Resurfacing (Wiener Drive)	56,945	67,500	78,800	
966.35	Major Street Construction (N. Albion)	45,000	8,300	50,000	
966.36	Major Street Bridge Construction (Cass Street)	90,000	130,000	20,000	
Sub-Total	OTHER CHARGES	289,400	300,800	259,300	
991.00	Principal on MTF Bonds (Industrial Park)	0	10,000	10,000	
995.00	Interest on MTF Bonds (Industrial Park)	0	2,926	8,355	
Sub-Total	DEBT SERVICE	0	12,926	18,355	
	PROGRAM TOTAL	410,325	437,687	399,235	

202 MAJOR STREET FUND

TRUNKLINE MAINTENANCE I-94 - Program Number 486					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
703.01	Roadway Inspections	0	0	500	
710.00	Administration Costs	1,200	1,200	1,800	
719.00	Fringe Benefits	0	400	720	
Sub-Total	PERSONNEL	1,200	1,600	3,020	
805.00	Traffic Services	0	0	500	
805.02	Traffic Signs	200	72	200	
805.03	Traffic Signals	2,500	2,200	2,800	
Sub-Total	CONTRACTUAL SERVICES	2,700	2,272	3,500	
931.08	Maintenance-Storm Sewers	1,500	900	1,000	
932.00	Sweeping & Flushing	1,500	1,765	2,000	
933.00	Surface Maintenance	2,000	1,500	2,000	
935.00	Leaf Pick-Up	1,000	900	1,000	
938.00	Snow & Ice Control	6,000	9,243	9,000	
938.10	Snow Removal	500	500	500	
959.00	Forestry	500	0	500	
Sub-Total	OTHER CHARGES	13,000	14,808	16,000	
	PROGRAM TOTAL	16,900	18,680	22,520	

202 MAJOR STREET FUND

TRUNKLINE MAINTENANCE M-99 - Program Number 487					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
710.00	Administration Costs	1,600	1,600	1,600	
719.00	Fringe Benefits	3,600	2,400	2,500	
Sub-Total	PERSONNEL	5,200	4,000	4,100	
805.00	Traffic Services	3,400	0	300	
Sub-Total	CONTRACTUAL SERVICES	3,400	0	300	
931.08	Maintenance-Storm Sewers	500	150	500	
932.00	Sweeping & Flushing	1,500	1,402	1,500	
933.00	Surface Maintenance	1,000	230	1,000	
933.20	Shoulder Maintenance	500	0	0	
934.00	All Other Jobs	400	400	400	
935.00	Leaf Pick-Up	1,600	800	800	
938.00	Snow & Ice Control	6,000	7,993	8,000	
938.10	Snow Removal	4,000	1,600	2,500	
959.00	Forestry	500	0	500	
Sub-Total	OTHER CHARGES	16,000	12,575	15,200	
	PROGRAM TOTAL	24,600	16,575	19,600	

202 MAJOR STREET FUND
 461 MAJOR STREET MAINTENANCE
 486 TRUNKLINE MAINTENANCE I-94
 487 TRUNKLINE MAINTENANCE M-99

PERSONNEL BUDGET REQUEST FORM

POSITION TITLE	EMPLOYEE'S NAME	HOURS WORKED ANNUALLY	CURRENT WAGE/ SALARY	PROPOSED WAGE/SALARY RATE	PROPOSED LABOR COST
Superintendent	Joseph Domingo	2088	30,300	31,360	31,360
	Longevity	N/A	320	320	320
Foreman W-9	Douglas Jones (CDL)	2088	11.23/hr.	11.69/hr.	24,440
	Longevity	N/A	640	640	640
Heavy Equip. W-9	Leroy Smith	2088	11.23/hr.	11.69/hr.	24,315
	Longevity	N/A	640	640	640
Light Equip. W-7	Kevin Brown (CDL)	2088	11.23/hr.	11.69/hr.	24,440
	Longevity	N/A	640	640	640
Maintenance W-3	Orville Collins (CDL)	2088	10.42/hr.	10.84/hr.	22,693
	Longevity	N/A	1,280	1,280	1,280
Maintenance W-3	Phil Whetstone	2088	10.42/hr.	10.84/hr.	22,443
	Longevity	N/A	960	960	960
Maintenance W-3	Dennis Farmer (CDL)	2088	10.42/hr.	10.84/hr.	22,693
	Longevity	N/A	320	320	320
Maintenance W-3	Richard Medina (CDL)	2088	9.93/hr.	10.40/hr.	21,882
Part-time Laborer	Seasonal Leaf Raker	240	6.00/hr.	6.00/hr.	1,440
Part-time Laborer	Seasonal Leaf Raker	240	6.00/hr.	6.00/hr.	1,440
Part-time Laborer	Seasonal Leaf Raker	240	6.00/hr.	6.00/hr.	1,440
Part-time Laborer	Seasonal Leaf Raker	240	6.00/hr.	6.00/hr.	1,440

202 MAJOR STREET FUND
 461 MAJOR STREET MAINTENANCE
 486 TRUNKLINE MAINTENANCE I-94
 487 TRUNKLINE MAINTENANCE M-99

DESCRIPTION OF SELECTED OPERATING EXPENSES

LINE ITEM	DESCRIPTION	AMOUNT
741.00	Uniform shirts, pants, monograms, winter coats and rain suits for union employees of the City	800
805.00	Funds to operate (electricity) and maintain traffic signals and RR crossings	8,000
805.01	Paint for crosswalks, railroad crossings and other pavement markings	4,000
805.02	Signs, posts, and hardware	3,000
933.00	Surface Maintenance - Funds for the labor, patching materials, and equipment to repair and maintain the streets, shoulders, and rights of way of major streets.	35,000
934.00	Funds to pay for easements, maintenance and repair of curb and gutter using concrete material and drainage systems such as grates and basins, including equipment rental.	40,000
937.00	Small repairs to and inspection of all bridges	500
938.00	Funds for labor, equipment, and materials to plow streets and remove snow where necessary during winter months.	30,000
943.00	Building rental of Street Garage	5,000
966.34	Major Street Resurface - Funds for Engineering and Inspection and construction of Wiener Street	78,800
966.35	Major Street Construction - Funds for preliminary and Construction Engineering and matching construction costs for the reconstruction of North Albion Street.	50,000
966.36	Major Bridge Construction - Funds for the inspection and construction of the Cass Street Bridge. (Carryover for remainder of required local match)	20,000

203 LOCAL STREETS FUND

REVENUE - Program Number 000					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
447.00	Interest	500	150	200	
546.00	MVH Funds - 10% to Administrative Costs	109,103	110,800	115,000	
546.02	MVH Funds - Build Rd Program	6,542	5,600	7,000	
664.00	Interest on Investments	100	1,000	1,000	
676.04	Contribution from Major Street Fund	3,255	0	0	
676.10	Contribution from General Fund	0	0	0	
695.00	Miscellaneous	3,000	100	200	
	PROGRAM TOTAL	122,500	117,650	123,400	

203 LOCAL STREETS FUND

STREETS MAINTENANCE - Program Number 461					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
710.00	Administration Costs	16,800	11,080	11,500	
Sub-Total	PERSONNEL	16,800	11,080	11,500	
805.00	Traffic Services	3,500	1,200	0	
805.01	Pavement Marking	0	2,000	2,500	
805.02	Traffic Signs	0	700	2,500	
Sub-Total	CONTRACTUAL SERVICES	3,500	3,900	5,000	
933.00	Surface Maintenance	32,400	33,000	36,000	
934.00	All Other Jobs	34,500	34,000	36,600	
938.00	Snow & Ice Control	28,300	28,000	30,000	
959.00	Forestry	7,000	2,000	0	
Sub-Total	OTHER CHARGES	102,200	97,000	102,600	
999.00	Appropriation to Fund Balance	0	5,670	4,300	
Sub-Total	DEBT SERVICE	0	5,670	4,300	
	PROGRAM TOTAL	122,500	117,650	123,400	

203 LOCAL STREET FUND

462 LOCAL STREET MAINTENANCE

DESCRIPTION OF SELECTED OPERATING EXPENSES

LINE ITEM	DESCRIPTION	AMOUNT
805.01	Pavement markings for traffic services on local streets	2,500
805.02	Traffic signs on local streets	2,500
933.00	Patching material to maintain street surfaces	7,000
933.00	Equipment rental for street maintenance activities	8,000
934.00	Maintenance materials for easements, shoulder work, curbs and drainage systems	6,000
934.00	Equipment rental for curb and catch basin repairs and maintenance	6,000
935.00	Salt and sand purchases for ice control operations	12,000
935.00	Equipment rental for snow removal and ice control operations	4,000

224 ECONOMIC DEVELOPMENT CORPORATION

REVENUE - Program Number 000					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
668.05	Rental of EDC Properties	43,500	43,500	46,500	
699.00	Appropriation from Fund Balance	20,000	20,000	20,000	
	PROGRAM TOTAL	63,500	63,500	66,500	

224 ECONOMIC DEVELOPMENT CORPORATION

ECONOMIC DEVELOPMENT CORPORATION - Program Number 501					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
726.00	Supplies and Printing	2,000	2,160	2,000	
728.00	Dues, Books, Periodicals	0	200	0	
Sub-Total	SERVICES AND CHARGES	2,000	2,360	2,000	
802.01	Professional Services	8,250	5,177	4,750	
803.00	Demolition (1109 Austin House)	5,000	5,000	0	
817.00	Promotional Expenses	1,000	0	5,000	
819.00	Conference Expenses	5,000	0	5,000	
840.00	Utilities - Tenants	250	898	1,000	
851.00	Telephone	2,000	1,300	2,000	
857.00	Travel	1,000	100	1,000	
880.00	Community Promotions	1,000	500	1,000	
Sub-Total	CONTRACTUAL SERVICES	22,500	12,975	19,750	
710.00	General Fund Administration Fees	6,500	6,500	6,500	
911.00	Insurance	300	300	300	
931.01	Maintenance - Buildings & Grounds	5,000	5,000	5,000	
967.01	Economic Development Activities	7,200	1,900	12,950	
Sub-Total	OTHER CHARGES	19,000	13,700	24,750	
999.00	Appropriation to Fund Balance	20,000	34,465	20,000	
	PROGRAM TOTAL	63,500	63,500	66,500	

226 SOLID WASTE FUND

REVENUE - Program Number 000					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
403.00	Current Property Taxes	84,303	85,000	132,665	
453.00	Hauler Franchise Fees	300	50	100	
454.00	Trash Penalty Fees	0	970	750	
455.00	Composting Fees	3,000	0	0	
456.00	Abatement Charges	500	50	100	
664.00	Interest on Investments	1,000	1,465	1,200	
695.00	Miscellaneous Fees/Charges	0	0	0	
699.00	Appropriation from Fund Balance	54,800	41,721	2,240	
	PROGRAM TOTAL	143,903	129,256	137,055	

226 SOLID WASTE FUND

SOLID WASTE - Program Number 525					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
702.00	Salaries Regular (Custodian)	5,500	5,500	5,500	
706.32	Sweeping and Flushing-Labor	0	5,400	5,000	
706.35	Leaf Pick-Up-Labor	0	10,000	10,000	
706.36	Tree Dump-Labor	1,100	3,000	2,500	
706.59	Forestry-Labor	0	2,000	2,000	
706.60	Trash Pick-Up-Labor	5,000	7,500	7,500	
706.61	Spill Pick-Up-Labor	500	0	500	
706.80	Cleanup Week-Labor	800	500	800	
706.81	Weed Control-Labor	1,200	2,200	2,000	
706.86	Christmas Tree Pickup-Labor	1,000	1,100	1,200	
706.89	Special Events-Labor	1,800	2,500	2,500	
714.00	Medicare	245	456	500	
715.00	F I C A	1,048	1,600	2,555	
Sub-Total	PERSONNEL	18,193	41,756	42,555	
726.00	Supplies & Printing	300	0	200	
750.00	Safety Material - (OSHA)	100	50	100	
Sub-Total	SERVICES AND CHARGES	400	50	300	
803.00	Demolitions	3,000	3,000	3,000	
862.00	Vehicle Expense	800	0	0	
881.00	Clean-up Week	200	1,300	1,500	
881.10	Weed Cutting	600	7,750	6,000	
881.50	Trash Pick-up Expense	1,500	1,900	2,000	

881.60	Spill Pick-up Expense	200	0	200	
883.00	Christmas Tree Pick-up	900	900	900	
884.00	Special Events	1,000	1,200	14,700	1,100
Sub-Total	CONTRACTUAL SERVICES	8,200	16,050	14,700	
932.00	Sweeping & Flushing	44,000	20,000	26,000	
935.00	Leaf Pickup/Disposal	48,110	24,000	29,000	
936.00	Tree Dump	500	2,900	2,500	
959.00	Forestry	24,500	24,500	22,000	
Sub-Total	OTHER CHARGES	117,110	71,400	79,500	
999.00	Appropriation to Fund Balance	0	0	0	
Sub-Total	DEBT SERVICE	0	0	0	
	PROGRAM TOTAL	143,903	129,256	137,055	

250 COMMUNITY DEVELOPMENT FUND

REVENUE - Program Number 000					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
569.89	HOME M92-5G26-01 Administration	-0-	3,590	-0-	
569.90	HOME Grant	-0-	-0-	231,000	
569.92	CDBG 95-01-HO-Administration	20,000	5,000	15,000	
569.93	CDBG 95-01-HO-Deferred Rehabilitation	130,000	75,000	55,000	
569.95	CDBG 95-01-HO Buyer Assistance	25,000	10,000	15,000	
569.98	MSHDA-RAP Loan Funds	-0-	41,200	20,000	
569.99	MSHDA Launch Program Grant	-0-	-0-	50,000	
664.00	Interest on Investments	-0-	2,178	2,000	
665.00	Interest on Rehabilitation Loans	-0-	466	415	
699.00	Appropriation from Fund Balance	40,000	-0-	7,685	
666.00	Principal Repayment on Rehabilitation Loans	-0-	10,000	8,000	
	PROGRAM TOTAL	215,000	147,434	404,100	

250 COMMUNITY DEVELOPMENT

CDBG SMALL CITIES - Program Number 823					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
966.01	Housing Rehabilitation	0	-0-	18,000	
966.75	Rehabilitation Loans Title Fees	0	65	100	
966.88	HOME 1995 Homebuyer Assistance	0	0	8,000	
966.89	HOME 1995 Administration	0	3,590	11,000	
966.90	HOME 1995 Acquisition	0	0	52,000	
966.91	HOME 1995 Rehabilitation	0	0	160,000	
966.92	CDBG 95-01-HO-Admin	20,000	5,000	15,000	
966.93	CDBG 95-01-HO Defer Rehabilitation	170,000	75,000	55,000	
966.95	CDBG 95-01-HO Buyer Assistance	25,000	10,000	15,000	
966.96	MSHDA Rehabilitation Assistance Program	0	41,200	20,000	
966.96	MSHDA Launch Program - Demolitions	0	0	50,000	
Sub-Total	OTHER CHARGES	215,000	134,855	404,100	
999.00	Appropriation to Fund Balance	0	12,579	0	
	PROGRAM TOTAL	215,000	147,434	404,100	

267 DRUG LAW ENFORCEMENT FUND

REVENUE - Program Number 000					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
664.00	Interest on Investments	300	100	100	
675.04	Miscellaneous-Forfeited Money	13,680	500	10,000	
699.00	Appropriation from Fund Balance	0	12,800	4,100	
	PROGRAM TOTAL	13,980	13,400	14,200	

267 DRUG LAW ENFORCEMENT FUND

PUBLIC SAFETY - Program Number 300					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
815.00	Informant Fees	2,000	1,000	2,500	
827.00	Controlled Substance Purchases	2,500	1,000	2,500	
828.00	Drug Enforcement Equipment Purchases	5,000	2,000	5,000	
888.00	Forfeiture Expenses	3,000	8,000	3,000	
Sub-Total	CONTRACTUAL SERVICES	12,500	12,000	13,000	
956.00	Miscellaneous	1,200	1,400	1,200	
Sub-Total	OTHER CHARGES	1,200	1,400	1,200	
999.00	Appropriation to Fund Balance	280	0	0	
Sub-Total	DEBT SERVICE	280	0	0	
	PROGRAM TOTAL	13,980	13,400	14,200	

268 LIBRARY OPERATIONS FUND

REVENUE - Program Number 000					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
567.00	State Aid	12,274	12,252	12,252	
568.16	Writers Grant-RD/ALA	0	520	0	
574.05	Penal Fines	32,000	32,000	32,000	
588.00	Sheridan Township Millage	25,000	20,183	24,000	
588.01	Albion Township Millage	19,270	20,631	20,631	
607.00	Library Fines	2,090	2,398	2,300	
608.00	Copying Fees	1,760	2,000	2,000	
609.00	Room Rental	762	1,110	1,000	
648.03	Sale of Stockwell Book	54	0	0	
664.00	Interest on Investments	442	1,460	1,800	
666.00	MML Dividend	0	508	500	
675.08	Donation Happy Day Memorial	9,000	9,000	0	
675.09	Donation History Room	100	69	0	
676.09	Contribution from Library Trust	2,980	0	12,968	
676.10	Contribution from General Fund	210,109	210,109	225,109	
695.00	Miscellaneous	1,000	1,617	1,000	
699.00	Appropriation From Fund Balance	12,494	9,633	10,000	
	PROGRAM TOTAL	329,335	323,490	345,560	

268 LIBRARY OPERATIONS FUND

LIBRARY OPERATIONS - Program Number 738

Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
702.00	Salaries	176,240	176,240	164,106	
705.00	Salaries - Overtime	0	0	600	
706.41	Maintenance Buildings & Grounds-Labor	997	581	500	
714.00	Medicare	2,570	2,294	2,379	
715.00	F I C A	10,989	9,813	10,174	
716.00	Hospitalization Insurance	15,441	14,589	20,400	
717.00	Life Insurance	595	545	600	
719.01	Tuition Reimbursement	1,500	1,434	1,500	
720.00	Workmens Compensation	2,481	1,433	1,641	
721.00	Unemployment Insurance	366	100	164	
Sub-Total	PERSONNEL	211,179	207,029	202,064	
726.00	Supplies & Printing	13,000	13,000	13,000	
728.00	Dues, Books and Periodicals	1,015	1,015	1,015	
Sub-Total	SERVICES AND CHARGES	14,015	14,015	14,015	
802.00	Contractual Services	17,771	17,771	17,771	
819.00	Conference Expense	1,170	2,000	1,710	
851.00	Telephone	4,000	4,000	4,000	
Sub-Total	CONTRACTUAL SERVICES	22,941	23,771	23,481	
911.00	Insurance	5,000	5,000	5,000	
921.00	Heat Light & Power	13,500	14,139	14,500	
931.01	Maintenance-Buildings & Grounds	4,200	4,000	4,000	

961.17	Grant - W. K. Kellogg	2,500	1,049	0	
966.30	Happy Day Memorial Expense	9,000	9,000	0	
Sub-Total	OTHER CHARGES	34,200	33,188	23,500	
970.00	Capital Outlay	10,000	10,000	45,500	
970.01	Capital Outlay-Local History	1,000	1,000	1,000	
970.02	Capital Books-Standing Orders	8,000	8,000	8,000	
970.03	Capital Books-Periodicals	4,000	4,000	4,000	
970.04	Capital Books-Childrens	7,000	5,000	5,000	
970.05	Capital Books-Adult Room	10,000	10,000	10,000	
970.06	Capital Books-Processing	2,000	2,000	2,000	
970.07	Capital Books-Audio and Video cassettes	5,000	5,000	5,000	
970.08	Computer software	0	487	1,000	
970.09	Computer hardware	0	0	1,000	
Sub-Total	CAPITAL OUTLAYS	47,000	45,487	82,500	
999.00	Appropriation to Fund Balance	0	0	0	
Sub-Total	DEBT SERVICE	0	0	0	
	PROGRAM TOTAL	329,335	323,490	345,560	

268 LIBRARY OPERATIONS FUND
738 LIBRARY OPERATIONS PROGRAM

CAPITAL OUTLAY BUDGET REQUEST FORM

CAPITAL ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST	NET COST	JUSTIFICATION
HVAC heating unit	1	5,500	5,500	5,500	Replace 20-year old unit for upstairs meeting rooms
Computer Hardware	N/A	N/A	1,000	1,000	Computer needed for Children's room
Computer Software	N/A	N/A	1,000	1,000	Software program for children's room computer
Local History	N/A	N/A	1,000	1,000	Capital Outlay for local history needs
Reference material	N/A	N/A	8,000	8,000	Purchase books and other reference material
Periodicals	N/A	N/A	4,000	4,000	Purchase of periodicals
Children's Books	N/A	N/A	5,000	5,000	Purchase of Children's books
Adult Books	N/A	N/A	10,000	10,000	Purchase books for the adult room
Processing	N/A	N/A	2,000	2,000	Processing costs
Audio/Video cassettes	N/A	N/A	5,000	5,000	Audio/video cassettes with Children's programming and with adult programming
Handicapped Accessible Doors	1	10,000	10,000	10,000	Replace existing Ash Street entrance with handicapped accessible doors.
Security System	1	7,000	7,000	7,000	Replace existing system
Computer modems, printers and CD player	N/A	1,000	1,000	1,000	Replace existing computer equipment
Movable wall for meeting rooms	1	16,000	16,000	16,000	Replace existing movable wall
Excavate east wall of Carnegie Building	N/A	6,000	6,000	6,000	Repair water leak in basement wall
TOTAL				82,500	

268 LIBRARY OPERATIONS FUND
738 LIBRARY OPERATIONS PROGRAM

DESCRIPTION OF SELECTED OPERATING EXPENSES

LINE ITEM	DESCRIPTION	AMOUNT
726.00	Supplies to operate Library	5,500
726.00	Postage	2,500
726.00	Printing	1,000
726.00	Programs	1,500
726.00	Maintenance	2,500
728.00	Michigan Library Association Dues (MLA)	400
728.00	American Library Association Dues (ALA)	150
728.00	AAA	15
728.00	Rotary Dues for Library Director	450
802.00	Volunteer Center	60
802.00	Elevator (United Elevator)	900
802.00	Postage meter (Pitney Bowes)	500
802.00	Copiers (W. S. Reed)	1,200
802.00	Alarms (Comtronics)	800
802.00	Circulation (Follett)	500
802.00	State Aid (Woodlands)	6,111
802.00	Fire Extinguisher (Safety Systems)	200
802.00	Audit (Library portion)	1,000
802.00	Network for Library services	5,000
802.00	Computers and software enhancements	1,500
851.00	Library Telephone	2,000
851.00	Internet Access	2,000
911.00	Insurance	5,000

921.00	Gas consumption to heat Library building	6,000
921.00	Electricity for Library building	8,000
921.00	Water and Sewer consumption at Library building	500
931.00	HVAC maintenance	700
931.00	Electrical maintenance and repairs	500
931.00	Plumbing maintenance and repairs	500
931.00	Elevator Maintenance and repairs	1,000
931.00	Maintenance equipment	800

515 TAX INCREMENT FINANCE AUTHORITY

REVENUE - Program Number 000					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
662.00	Interest on Loans	3,800	3,600	3,800	
664.00	Interest on Investments	10,000	11,000	10,000	
668.00	Rental-City Property	7,200	20,588	7,200	
670.00	Tax Increments	90,000	90,000	155,000	
695.00	Miscellaneous	0	5,500	0	
699.00	Appropriation From Fund Balance	0	0	19,477	
	PROGRAM TOTAL	111,000	130,688	195,477	

515 TAX INCREMENT FINANCE AUTHORITY
ECONOMIC DEVELOPMENT - Program Number 856

Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
702.00	Salaries	63,960	63,960	89,950	
710.00	Administrative Fee General Fund	6,500	6,500	6,500	
714.00	Medicare	927	781	1,304	
715.00	F I C A	3,966	3,341	5,577	
716.00	Hospitalization Insurance	2,393	2,400	11,011	
717.00	Life Insurance	204	207	297	
720.00	Workmens Compensation	327	546	1,982	
721.00	Unemployment Insurance	95	95	360	
Sub-Total	PERSONNEL	71,872	77,830	116,981	
726.00	Supplies & Printing	1,500	6,060	8,500	
728.00	Dues Books Periodicals	1,000	1,414	1,500	
730.00	Promotional Expense	1,000	1,000	4,000	
Sub-Total	SERVICES AND CHARGES	3,500	8,474	14,000	
801.00	Professional Services	4,500	5,908	8,000	
802.00	Contractual Services	1,000	2,794	1,000	
819.00	Conference Expense	0	375	0	
840.00	Utilities-Tenants	2,000	1,583	2,000	
851.00	Telephone	2,000	2,000	3,500	
857.00	Travel	0	50	4,000	
889.00	Contingency Account	1,000	0	0	
Sub-Total	CONTRACTUAL SERVICES	10,500	12,710	18,500	

911.00	Insurance	1,345	1,345	1,345	
922.00	Electricity	750	894	750	
923.00	Water Expense	100	150	150	
924.00	Gas Expense	300	1,200	1,200	
931.01	Maintenance-Buildings & Grounds	6,000	3,400	6,000	
967.01	Economic Development Activity	10,133	5,948	17,074	
Sub-Total	OTHER CHARGES	25,128	12,937	26,519	
991.01	TIFA Portion of MTF Bonds	0	11,203	15,908	
991.02	TIFA Portion of Revenue Bonds	0	2,393	3,569	
Sub-Total	DEBT SERVICE	0	18,737	19,477	
	PROGRAM TOTAL	111,000	130,688	195,477	

515 TAX INCREMENT FINANCE AUTHORITY
856 ECONOMIC DEVELOPMENT PROGRAM

PERSONNEL BUDGET REQUEST FORM

POSITION TITLE	EMPLOYEE'S NAME	HOURS WORKED ANNUALLY	CURRENT WAGE/ SALARY	PROPOSED WAGE/SALARY RATE	PROPOSED LABOR COST
Executive Director	Margaret M. Sindt	2088	40,000	45,000	45,000
Assistant Director	Vacant (new position)	2088	N/A	25,000	18,750 *
Secretary	Alfreda Dyzart	2080	8.25/hr	9.00/hr.	18,720
Student	David W. Towne	260	7.25/hr	8.00/hr.	2,080
Summer Intern	Vacant	600	9.00/hr	9.00/hr.	5,400

* New position will not be filled until April 1, 1997.

520 DOWNTOWN DEVELOPMENT AUTHORITY**REVENUE - Program Number 000**

Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
664.00	Interest on Investments	1,000	3,300	500	
664.01	Interest-Bond Proceeds	1,000	2,625	0	
670.00	Tax Increments	50,850	50,850	51,250	
675.00	Donations - Revolving Loan Fund	0	5,600	3,000	
675.13	Donation-Superior Street Construction	2,200	2,200	0	
676.20	State Grant - MDOT (Superior Streetscape)	178,010	178,010	0	
676.19	DNR Tree Grant	16,300	7,780	0	
699.00	Appropriation From Fund Balance	216,147	204,307	11,000	
	PROGRAM TOTAL	465,507	454,672	65,750	

520 DOWNTOWN DEVELOPMENT AUTHORITY

D.D.A. - OPERATIONS - Program Number 730

Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
710.00	Administrative Fee to General Fund	3,000	3,000	3,000	
726.00	Supplies & Printing	300	100	200	
728.00	Dues Books Periodicals	400	250	300	
730.00	Promotional Expense	0	0	0	
Sub-Total	SERVICES AND CHARGES	3,700	3,350	3,500	
802.00	Contractual Services	1,000	1,155	1,000	
819.00	Conference Expense	400	75	300	
851.00	Telephone	50	30	50	
Sub-Total	CONTRACTUAL SERVICES	1,450	1,260	1,350	
966.27	Commercial Revolving Loans	0	5,600	3,000	
967.15	Trash Receptacles	0	0	13,984	
Sub-Total	OTHER CHARGES/CAPITAL OUTLAY	0	5,600	16,984	
991.00	Principal on DDA Bonds	10,000	10,000	15,000	
995.00	Interest on DDA Bonds	29,470	29,470	28,916	
Sub-Total	DEBT SERVICE	39,470	39,470	43,916	
	PROGRAM TOTAL	44,620	44,080	65,750	

520 DOWNTOWN DEVELOPMENT AUTHORITY

D.D.A. - PROJECT EXPENSES - Program Number 731					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
801.00	Professional Services	600	300	0	
802.00	Contractual Services (JHA - construction)	10,000	15,440	0	
Sub-Total	CONTRACTUAL SERVICES	10,600	15,740	0	
967.11	Grant Construction (Superior Streetscape)	377,687	356,946	0	
967.12	Grant Construction (DNR Trees)	32,600	15,560	0	
967.13	Environmental Historical Assessment, Preliminary Engineering and Final Design for Cass Street Bridge Project (portion)	0	14,500	0	
967.14	Purchase and Installation of speaker system on new streetlights	0	7,846	0	
Sub-Total	OTHER CHARGES	410,287	394,852	0	
	PROGRAM TOTAL	420,887	410,592	0	

615 REVOLVING LOAN FUND

REVENUE - Program Number 000					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
664.00	Interest on Investments	12,000	12,000	12,000	
677.08	Loan Interest Income - Albion Cards	2,150	900	500	
677.12	Loan Interest Income - J & M Plating	6,370	4,441	2,600	
677.14	Loan Interest Income - H & S Service	1,960	1,816	1,700	
677.15	Loan Interest Income - Prime EDM	1,690	1,690	1,200	
677.16	Loan Interest Income - Wolf Auto	0	0	1,500	
699.00	Appropriation From Fund Balance	12,830	11,153	60,500	
	PROGRAM TOTAL	37,000	32,000	80,000	

615 REVOLVING LOAN FUND

BUSINESS LOAN ACTIVITIES - Program Number 729					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
710.00	Administration Costs	5,000	5,000	5,000	
Sub-Total	PERSONNEL	5,000	5,000	5,000	
955.00	Loans to Businesses	32,000	27,000	75,000	
Sub-Total	OTHER CHARGES	32,000	27,000	75,000	
999.00	Appropriation to Fund Balance	0	0	0	
Sub-Total	DEBT SERVICE	0	0	0	
	PROGRAM TOTAL	37,000	32,000	80,000	

590 SEWER FUND

REVENUE - Program Number 000					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
447.00	Interest Earned	21,000	18,900	20,000	
470.00	Permits	1,000	500	500	
626.00	Sewer Services	790,000	791,426	790,000	
642.00	Laboratory Charges From Water	4,250	1,200	1,000	
650.00	Dumping Charges	5,200	2,700	3,000	
664.00	Interest on Investments	31,000	34,000	35,000	
666.00	MML Dividend	0	11,578	11,500	
695.00	Miscellaneous	2,500	25,780	2,500	
697.00	TIFA Contribution to Debt Service	0	2,393	3,569	
699.00	Appropriation from Fund Balance	17,457	0	91,258	
	PROGRAM TOTAL	872,407	888,477	958,327	

590 SEWER FUND

SEWER - Program Number 527

Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
702.00	Salaries	298,665	275,696	308,897	
705.00	Salaries Overtime	5,000	5,000	5,000	
710.00	Administration Costs	58,741	58,740	58,800	
714.00	Medicare	4,403	4,018	4,554	
715.00	F I C A	18,827	18,182	18,472	
716.00	Hospitalization Insurance	60,622	56,693	63,047	
717.00	Life Insurance	1,457	1,363	1,507	
720.00	Workmens Compensation	20,013	17,300	20,698	
721.00	Unemployment Insurance	294	294	318	
Sub-Total	PERSONNEL	468,022	437,286	481,293	
741.00	Uniforms	2,000	800	1,500	
750.00	Safety Material - (OSHA)	1,500	700	1,500	
776.04	Plant Chemicals & Supplies	26,000	26,000	28,000	
Sub-Total	SERVICES AND CHARGES	29,500	27,500	31,000	
801.00	Professional Services	11,000	10,622	11,000	
802.00	Contractual Services	2,500	1,800	2,500	
819.00	Conference Expense	750	600	750	
851.00	Telephone	1,600	1,300	1,600	
Sub-Total	CONTRACTUAL SERVICES	15,850	14,322	15,850	
911.00	Insurance	18,575	18,575	19,700	
921.00	Heat Light & Power	80,000	80,900	85,000	
928.00	Industrial Pretreatment Program	2,000	0	2,000	
929.00	Sludge Management	45,000	30,000	35,000	

931.01	Maintenance-Buildings & Grounds	3,500	2,000	3,500	
931.02	Maintenance-Vehicles & Equipment	6,000	6,442	6,500	
931.03	Maintenance-Pump Equipment	15,000	12,000	15,000	
931.07	Maintenance-Sanitary Sewers	1,500	1,800	2,000	
934.01	Lift Station	5,000	3,445	4,000	
941.00	Equipment Rental	500	400	500	
943.00	Building Rental	3,200	3,200	3,200	
957.00	Personnel Training	1,000	300	1,000	
968.00	Depreciation	141,760	142,000	142,000	
970.10	Jet Truck Purchase Payments	0	0	33,041	
Sub-Total	OTHER CHARGES	323,035	301,062	352,441	
970.00	Capital Outlay	36,000	16,000	73,500	
991.00	Principal on Bonds (Industrial Park)	0	2,100	2,100	
995.00	Interest on Bonds (Industrial Park)	0	745	2,143	
Sub-Total	CAPITAL OUTLAYS	36,000	18,845	77,743	
999.00	Appropriation to Fund Balance	0	89,462	0	
	PROGRAM TOTAL	872,407	888,477	958,327	

590 SEWER FUND
527 SEWER PROGRAM

PERSONNEL BUDGET REQUEST FORM

POSITION TITLE	EMPLOYEE'S NAME	HOURS WORKED ANNUALLY	CURRENT WAGE/ SALARY	PROPOSED WAGE/SALARY RATE	PROPOSED LABOR COST
Superintendent ½	Stanley Sommer	1044	19.02	19.22	20,508
Asst. Superintendent	Duane Siefert	2088	13.94	14.43	30,014
Lab Superintendent	Kevin Markovich	2088	13.32	13.79	28,683
Operator	Wayne VanSchoick	2088	11.36	11.82	24,460
Operator	Craig McCullough	2088	10.98	11.42	23,628
Operator	Dave Rundquist	2088	10.86	11.30	23,390
Operator	Kent Phillips	2088	10.41	10.96	22,932
Operator	John Roberts	2088	11.05	11.69	24,440
Operator	Charles Spicer	2088	10.86	11.30	23,390
Operator	Scott Manghan	2088	10.41	10.96	22,932
Foreman	Danny Joe Collier	2088	11.08	11.53	24,107
Maintenance	Tom Williamson	2088	10.68	11.11	23,244
All Positions	Longevity Pay	N/A	N/A	N/A	7,360

590 SEWER FUND
527 SEWER PROGRAM

CAPITAL OUTLAY BUDGET REQUEST FORM

CAPITAL ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST	NET COST	JUSTIFICATION
Television equipment to inspect sanitary sewer lines	N/A	40,000	40,000	40,000	Equipment to determine condition and maintenance of collection system.
Air Conditioner for laboratory	1	3,500	3,500	3,500	Replace obsolete unit currently in state of disrepair with outside unit.
Debris shredder for sanitary sewer lift station	1	25,000	25,000	25,000	To grind up rags and other debris at Starr lift station to prevent stoppage.
Infrastructure GIS management system	N/A	5,000	5,000	5,000	Funds to develop a computer based geographic information system to inventory and manage infrastructure.
TOTAL				73,500	

590 SEWER FUND
527 SEWER PROGRAM

DESCRIPTION OF SELECTED OPERATING EXPENSES

LINE ITEM	DESCRIPTION	AMOUNT
741.00	New Uniforms for wastewater employees per Union contract	1,500
750.00	Ear plugs and safety glasses for wastewater employees	500
750.00	Safety videos	500
750.00	Lock out material	400
776.04	One-half postage to mail utility bills	1,800
776.04	Sulfur dioxide	2,700
776.04	Chlorine	2,800
776.04	Ferric chlorine	10,000
776.04	Laboratory equipment	7,000
776.04	Maintenance material and supplies for treatment facility	3,700
801.00	Audit	4,000
801.00	Michigan Municipal League	260
801.00	Repair controls	1,000
801.00	Outside laboratory services and analyses	5,500
802.00	Safety system (alarms)	1,000
802.00	Miss Dig services	800
802.00	Refuse service	275
802.00	Maintenance of radio equipment	100
921.00	Gas to operate plant	18,500
921.00	Electricity to operate plant	65,000
921.00	Sewer and water services	700
928.00	Industrial Pretreatment program costs with outside laboratory, notices in newspaper and testing material	2,000

929.00	Dewater & Disposal of sludge and grit	35,000
931.01	Paint, cleaning supplies, weed killer, grass seed and mowing of grounds	3,500
931.02	Gasoline, oil, repair parts for vehicles, batteries and small engine repairs/maintenance	6,500
931.03	Rebuilding of pumps & motors (oil, grease, electrical, repair parts)	15,000
931.07	Maintain Conrail easement, pavement cuts, manhole covers, cement and other maintenance material	2,000
934.01	Lift Station - Electrical power & pump/control maintenance	4,000
957.00	Personnel training and participation in area environmental meetings	1,000

591 WATER FUND

REVENUE - Program Number 591					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
447.00	Interest Earned	6,000	10,638	10,000	
471.00	Water Permits and fees	0	215	1,000	
625.00	Water Services	336,000	361,173	362,000	
664.00	Interest on Investments	28,000	26,437	28,000	
666.00	MML Dividend	0	2,815	3,000	
695.00	Miscellaneous	14,440	8,183	8,000	
699.00	Appropriation from Fund Balance	11,765	0	6,638	
	PROGRAM TOTAL	396,205	409,461	418,638	

591 WATER FUND

WATER - Program Number 441					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
702.00	Salaries	98,923	99,420	105,482	
705.00	Salaries Overtime	9,000	9,000	10,000	
710.00	Administration Costs	33,326	33,326	34,000	
714.00	Medicare	1,565	1,616	1,669	
715.00	F I C A	6,691	6,255	6,474	
716.00	Hospitalization Insurance	23,567	27,475	28,372	
717.00	Life Insurance	467	594	615	
720.00	Workmens Compensation	4,626	4,702	5,013	
721.00	Unemployment Insurance	578	578	598	
Sub-Total	PERSONNEL	178,743	182,966	192,223	
741.00	Uniforms	900	800	800	
750.00	Safety Material - (OSHA)	1,500	1,000	1,500	
776.00	Materials & Supplies	2,500	2,500	2,500	
776.03	Water Treatment Supplies	35,000	32,000	38,000	
Sub-Total	SERVICES AND CHARGES	39,900	36,300	42,800	
801.00	Professional Services	12,500	12,000	12,500	
802.00	Contractual Services	5,500	4,500	5,500	
819.00	Conference Expense	1,000	600	1,000	
851.00	Telephone	1,500	1,600	1,700	
Sub-Total	CONTRACTUAL SERVICES	20,500	18,700	20,700	

911.00	Insurance	8,707	9,000	9,000	
921.00	Heat Light & Power	6,500	7,000	7,500	
922.00	Electricity	40,000	39,000	40,000	
931.01	Maintenance-Buildings & Grounds	2,000	1,000	2,000	
931.02	Maintenance-Vehicles & Equipment	3,500	4,000	4,000	
931.03	Maintenance-Pump Equipment	8,000	3,000	8,000	
931.05	Maintenance-Distribution System	13,000	12,000	12,000	
931.06	Maintenance-Meters	2,500	2,500	2,500	
934.02	New Services	2,000	1,500	2,000	
941.00	Equipment Rental	2,500	2,100	2,500	
943.00	Building Rental	7,550	7,550	7,550	
957.00	Personnel Training	300	100	500	
968.00	Depreciation	54,505	53,270	54,505	
Sub-Total	OTHER CHARGES	151,062	142,020	152,055	
970.00	Capital Outlay	6,000	6,000	5,000	
991.00	Principal on Bonds (Industrial Park)	0	2,900	2,900	
995.00	Interest on Bonds (Industrial Park)	0	1,029	2,960	
Sub-Total	CAPITAL OUTLAYS	6,000	9,929	10,860	
999.00	Appropriation to Fund Balance	0	19,546	0	
	PROGRAM TOTAL	396,205	409,461	418,638	

591 WATER FUND
441 WATER PROGRAM

PERSONNEL BUDGET REQUEST FORM

POSITION TITLE	EMPLOYEE'S NAME	HOURS WORKED ANNUALLY	CURRENT WAGE/ SALARY	PROPOSED WAGE/SALARY RATE	PROPOSED LABOR COST
Superintendent 1/2	Stanley Sommer	1044	19.02/hr.	19.72/hr.	20,508
Foreman	Larry Arnold	2088	11.23/hr.	11.69/hr.	24,440
Pump Maintenance	Jim Hull	2088	10.86/hr.	11.30/hr.	23,639
Meter	Scott Claucherty	2088	10.68/hr.	11.11/hr.	23,244
Regular Employees	Longevity Pay	N/A	N/A	N/A	2,240
Regular Employees	Overtime	560	9,000	10,000	10,000

591 WATER FUND
441 WATER PROGRAM

CAPITAL OUTLAY BUDGET REQUEST FORM

CAPITAL ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST	NET COST	JUSTIFICATION
Infrastructure GIS Management System		5,000	5,000	5,000	Funds to develop a computer based geographic information system to inventory and manage utility infrastructure.
TOTAL				5,000	

591 WATER FUND
441 WATER PROGRAM

DESCRIPTION OF SELECTED OPERATING EXPENSES

LINE ITEM	DESCRIPTION	AMOUNT
741.00	Uniforms, Jackets, boots and cold weather gear per Union contract	700
750.00	Ear plugs, safety glasses, safety training videos and lockout material for water department employees	1,500
776.00	One-half postage for utility bills	1,800
776.00	Wiping cloths and hand tools	400
776.00	Office and miscellaneous supplies	300
776.03	Chemical for treatment (Fluoride)	6,000
776.03	Chemical for treatment (phosphate)	18,000
776.03	Chemical for treatment (chlorine)	11,000
801.00	Audit	4,000
801.00	Laboratory work by wastewater treatment plant personnel	4,250
801.00	Laboratory services conducted by Michigan Department of Public Health	4,000
802.00	Cathodic protection for water tank	1,700
802.00	Alarm system	200
802.00	Miss Dig services	800
802.00	Maintenance of radios	400
802.00	Refuse pickup services	275
802.00	Miscellaneous studies and reports	2,000
921.00	Electricity at Water Department building	2,500
921.00	Gas to heat Water Department building	4,000
921.00	Water and Sewer utility at Water Department building	500
922.00	Electricity to operate water pumps	40,000
931.02	Gasoline for trucks in Water Department	2,500

931.02	Repair on Water Department vehicles	1,500
931.03	Maintenance - Pump Equipment - Rebuild of pumps & motors	8,000
931.05	Maintenance of distribution system for replacement and repair of water mains & related appurtenances	10,000
931.05	Thaw frozen services	2,000
931.06	Cost for repair parts and to calibrate meters	2,500
934.02	Copper tubing, brass fittings and curb boxes for new water services	2,000
957.00	AWWA training for water department personnel	500

296 CEMETERY TRUST FUND

REVENUE - Program Number 000					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
640.00	Perpetual Care Revenues (Sales)	3,000	3,600	3,500	
664.00	Interest on Investments	15,000	10,500	11,500	
699.00	Appropriation from Fund Balance	0	900	0	
	PROGRAM TOTAL	18,000	15,000	15,000	

296 CEMETERY TRUST FUND

CEMETERY TRUST - Program Number 276					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
965.01	Contribution to General Fund	15,000	15,000	15,000	
999.00	Appropriation to Fund Balance	3,000	0	0	
	PROGRAM TOTAL	18,000	15,000	15,000	

722 LIBRARY TRUST FUND

REVENUE - Program Number 000					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
664.00	Interest on Investments	3,500	4,909	4,000	
675.05	Merrill Trust Contributions	300	0	0	
676.22	Appropriation from Fund Balance	0	4,724	8,968	
	PROGRAM TOTAL	3,800	9,633	12,968	

722 LIBRARY TRUST FUND

LIBRARY TRUST - Program Number 738					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
965.19	Contribution to Library Operations	2,980	9,633	12,968	
999.00	Appropriation to Fund Balance	820	0	0	
	PROGRAM TOTAL	3,800	9,633	12,968	

661 EQUIPMENT FUND**REVENUE - Program Number 000**

Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
664.00	Interest on Investments	4,000	3,450	3,500	
666.00	MML Dividend	0	1,689	1,700	
668.02	Building Rental	5,000	5,000	5,000	
669.00	Equipment Rental	160,000	140,000	155,000	
695.00	Miscellaneous	1,000	0	0	
699.00	Appropriation From Fund Balance	25,214	58,722	56,728	
	PROGRAM TOTAL	195,214	208,861	221,928	

661 EQUIPMENT FUND
EQUIPMENT - Program Number 447

Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
702.00	Salaries	24,300	24,300	24,760	
705.00	Salaries Overtime	2,300	2,300	2,500	
710.00	Administration Costs	0	14,068	14,100	
714.00	Medicare	386	366	390	
715.00	F I C A	1,649	1,568	1,660	
716.00	Hospitalization Insurance	6,389	5,397	5,712	
717.00	Life Insurance	143	134	151	
720.00	Workmens Compensation	2,191	1,364	1,488	
721.00	Unemployment Insurance	56	56	67	
Sub-Total	PERSONNEL	37,414	49,553	50,828	
741.00	Uniforms	200	200	200	
750.00	Safety Material - (OSHA)	1,500	571	1,000	
776.00	Materials & Supplies	9,300	9,249	9,300	
Sub-Total	SERVICES AND CHARGES	11,000	10,020	10,500	
802.00	Contractual Services	3,500	3,985	4,500	
851.00	Telephone	900	845	1,000	
863.00	Gas & Oil	9,000	8,431	9,000	
Sub-Total	CONTRACTUAL SERVICES	13,400	13,261	14,500	

911.00	Insurance	9,500	9,600	9,600	
921.00	Heat Light & Power	7,500	7,000	7,500	
931.01	Maintenance-Buildings & Grounds	2,000	1,800	2,000	
931.02	Maintenance-Vehicles & Equipment	31,000	29,150	29,000	
934.00	All Other Jobs	100	0	0	
943.00	Building Rental	5,000	5,000	5,000	
944.01	Leased Equipment-Contract	7,800	7,800	7,800	
957.00	Personnel Training	500	100	500	
968.00	Depreciation	15,000	15,000	15,000	
Sub-Total	OTHER CHARGES	78,400	74,450	76,400	
970.00	Capital Outlay	55,000	61,577	69,700	
Sub-Total	CAPITAL OUTLAYS	55,000	61,577	69,700	
	PROGRAM TOTAL	195,214	208,861	221,928	

661 EQUIPMENT FUND
447 EQUIPMENT PROGRAM

PERSONNEL BUDGET REQUEST FORM

POSITION TITLE	EMPLOYEE'S NAME	HOURS WORKED ANNUALLY	CURRENT WAGE/ SALARY	PROPOSED WAGE/SALARY RATE	PROPOSED LABOR COST
Mechanic	Harry Longon (CDL)	2088	11.23/hr.	11.69/hr.	24,440
Mechanic	Longevity	N/A	320	320	320
Mechanic	Overtime	140	16.85/hr.	17.54/hr.	2,456

661 EQUIPMENT FUND
447 EQUIPMENT PROGRAM

CAPITAL OUTLAY BUDGET REQUEST FORM

CAPITAL ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST	NET COST	JUSTIFICATION
Repeater	1	4,200	4,200	4,200	Improve quality of radio transmissions
1 ton Dump truck	1	25,000	25,000	25,000	Replace an existing 1970 dump truck which now requires high maintenance
Salt Hoppers	2	8,000	16,000	16,000	Replace existing hoppers which are 11 and 13 years old respectively and are experiencing severe rust conditions
½ Ton Pick-up Truck	1	18,000	18,000	18,000	Replace existing 1986 Superintendent's truck which will be handed down to replace and even older working pick-up truck
Portable Generator	1	5,000	5,000	5,000	Ability to operate electrically powered tools out of the shop on job-sites
Portable Welder	1	1,500	1,500	1,500	Required tool needed on job sites away from the Street Garage
TOTAL				69,700	

661 EQUIPMENT FUND
447 EQUIPMENT PROGRAM

DESCRIPTION OF SELECTED OPERATING EXPENSES

LINE ITEM	DESCRIPTION	AMOUNT
741.00	Reissue uniforms per union contract	200
750.00	Safety material for mechanic per OSHA regulations	1,500
776.00	Wiping cloths	500
776.00	Welding supplies	900
776.00	Cleaning chemicals	1,800
776.00	Tools, sockets, sandpaper, drill bits, paint, etc.	5,000
776.00	Office supplies and duplicating costs	500
802.00	Radio maintenance contract	1,200
802.00	Trash removal and disposal services	1,800
802.00	Annual City Audit	1,200
851.00	Telephone usage	1,000
863.00	Gasoline and oil for all equipment and vehicles	9,000
921.00	Gas consumption for heat	3,500
921.00	Electrical service	3,300
921.00	Water and sewer utilities	700
931.01	Routine maintenance and small repairs to building/grounds	2,000
931.02	Maintenance of vehicles and equipment. Buys repair parts, materials and outside labor to maintain & repair vehicles and equipment.	29,000
943.00	Equipment Fund rents building from the General Fund for storage and use of equipment inside the building	5,000
944.01	Leased equipment contract pays lease payment for new CAT 918F Frontloader	7,800
957.00	Schooling or training of personnel to maintain certification and learn how to properly maintain equipment and vehicle fleet	500

569 ALBION BUILDING AUTHORITY

REVENUE - Program Number 000					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
450.00	Development Revenue	208,500	198,400	200,000	
662.00	Interest on Loans	0	0	0	
664.00	Interest on Investments	45,000	42,665	43,000	
699.00	Appropriation from Fund Balance	0	0	0	
	PROGRAM TOTAL	253,500	241,065	243,000	

569 ALBION BUILDING AUTHORITY FUND

ALBION BUILDING AUTHORITY - Program Number 569					
Line-Item Account Number	Line-Item Activity	1996 Budgeted	1996 Projected	1997 Recommended	1997 Approved
802.00	Contractual Services	0	400	500	
Sub-Total	CONTRACTUAL SERVICES	0	400	500	
991.00	Principal on Bonds	125,000	125,000	125,000	
995.00	Interest on Bonds	83,138	83,138	74,700	
999.00	Appropriation to Fund Balance	45,362	32,527	42,800	
Sub-Total	DEBT SERVICE	253,500	240,665	242,500	
	PROGRAM TOTAL	253,500	241,065	243,000	